



Chairman
Ed Lynch

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Water Pollution Control Authority

~ AGENDA ~

Regular Meeting

Tuesday, November 25, 2025

6:30 PM

Council Chambers - Hybrid

REMOTE MEETING INFORMATION

Zoom Meeting Link:

<https://ledyardct.zoom.us/j/83870245433?pwd=EcDc0i9mkfAjWI3cRXH86EfXXbHdhJ.1>

Meeting ID: 838 7024 5433

Passcode: 695408

One tap mobile

+13052241968,,83870245433#,,,,*695408# US

I. CALL TO ORDER

II. ROLL CALL

III. APPOINTMENT OF ALTERNATES

IV. PLEDGE OF ALLEGIANCE

V. RESIDENTS & PROPERTY OWNERS COMMENTS

VI. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from October 28, 2025.

Attachments: [WPCA minutes 10-28-25](#)

VII. COMMUNICATIONS AND CORRESPONDENCE

1. Operations Report.

Attachments: [Ledyard water systems report 20251119](#)

2. Service Correspondence.

3. Aged Reports/Finance.

Attachments: [WPCA AGED A-R SUMMARY TREND MAY 2025- OCTOBER 2025](#)

4. Year to Date Water/Sewer Report.

Attachments: [Water YTD](#)
[Sewer YTD](#)

5. PSR - Steve Banks.

Attachments: [November 2025 PSR](#)

6. 109 Christy Hill Road Correspondence.

Attachments: [#1622 -near 1622](#)
[109 Christy Hill Rd correspondence](#)
[109 Christy Hill Rd-Ledyard GIS](#)
[SCWA - SERV. AREA \(1\)](#)

7. Invitation by the Gales Ferry District Association to meet to discuss sewer in Gales Ferry.

8. Lead and Copper Monitoring Communication from Steve Dietrich, Water Quality Manager, Groton Utilities.

Attachments: [S Dietrich email 11-17-25](#)
[Ledyard Center application for reduced Pb Cu monitoring](#)
[Gales Ferry application for reduced Pb Cu monitoring](#)

VIII. OLD BUSINESS

1. 8 Smith Pond Way, Gales Ferry

Attachments: [8 SmithPond_water_leak_correspondence](#)
[10-30-25 Draft Leak Repair 2nd Notification - 8 Smith Pond Way](#)
[8 smith pond way pic](#)

2. Inchcliffe Drive request for Basement Meter Installation.

Attachments: [Inchcliff_meter_pit](#)

3. 15 Stoddards Wharf Road Sewer Request continued.

Attachments: [Water Main Extension Agreement 15 Stoddard Wharf Road](#)

4. Lead Survey Correspondence.

Attachments: [2021 CWF Memo QBS](#)
[2021 CWF QBS GUIDANCE](#)
[Clean Lead Survey Spreadsheet Final Tally](#)
[Lead Selection correspondence](#)

5. Any Other Old Business to Come Before the Authority.

IX. NEW BUSINESS

1. Motion to APPROVE payment of Groton Utilities invoice #0028656, dated November 5, 2025, in the amount of \$15,000.00, for CUSI software upgrade.

Attachments: [GU Inv 28656](#)

2. Discuss Policy Proposal for Meter Pit Installations.

- 3.** Any Other New Business to Come Before the Authority.

X. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2804

Agenda Date: 11/25/2025

Agenda #: 1.

MINUTES

Minutes:

Motion to APPROVE the Regular Meeting Minutes from October 28, 2025.



Chairman
Ed Lynch

TOWN OF LEDYARD

Water Pollution Control Authority

Meeting Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Regular Meeting

Tuesday, October 28, 2025

6:30 PM

Council Chambers - Hybrid

I. CALL TO ORDER

The Regular Meeting was called to order by Chairman Lynch at 6:30 p.m.

II. ROLL CALL

Present Board Member Terry Jones
Board Member Stanley Juber
Board Member Monir Tewfik
Board Member Sharon Wadecki
Board Member Edmond Lynch
Alternate Alternate Member Jeremy Norris
Alternate Member Tony Capon
Alternate Member James A. Ball

Also in attendance was Liz Burdick, Planning Director.

III. APPOINTMENT OF ALTERNATES

Not needed.

IV. PLEDGE OF ALLEGIANCE

V. RESIDENTS & PROPERTY OWNERS COMMENTS

1. Habitat for Humanity development update from Sarah Lufler, Executive Director of Habitat for Humanity.

Sarah Lufler, Executive Director of Habitat for Humanity, was present to give a development update. Ms. Lufler said she received additional Planning and Zoning approval conditions that they are working through. Habitat is waiting for a Department of Health announcement for the Community Development Block Grant (CDBG) along with all the conditions that would enable Habitat to begin clearing. Ms. Lufler reiterated that Habitat abandoned the high-pressure system and will be using low injector flow kits for each house. Habitat is circling back to Weston & Samson for design and advice on flow rates, pump sizes and flow valves. Ms. Lufler said that now that the project is "shovel ready" it is much easier to apply for funding. Mr. Jones asked if Phase I (infrastructure) would be completed for all phases up front, Ms. Lufler answered yes. She further explained that after the infrastructure phase there will be four phases of six houses

followed by two phases of seven houses. The last phase would be landscaping. Ms. Wadecki asked how long she anticipated the project to take, Ms. Lufler said ideally a year per phase, so six years.

VI. REVIEW AND APPROVAL OF MINUTES

1. Motion to APPROVE the Regular Meeting Minutes from September 23, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

VII. COMMUNICATIONS AND CORRESPONDENCE

1. Operations Report.

Chairman Lynch said he needs to highlight something from a meeting he attended with GU. Ms. Blacker said that in one of the leak test results there was a 7,500 gallon per day leak between a curve stop and a meter. There is no incentive for the homeowner to fix the leak. Chairman Lynch suggested that the Authority takes ownership. The meter is in the basement and should be at the curb stop. Chairman Lynch said that Groton Utilities has their own policy that states that GU would need to hire a plumber to fix the leak; that they would not be allowed to fix it themselves because it is on private property. Mr. Capon suggested that this topic is discussed further later in the meeting under New Business #7 (7000 gallon /day leak at Gales Ferry).

Chairman Lynch said there is some comments on the TTHM results that will be discussed later in the meeting.

RESULT: DISCUSSED

2. Service Correspondence.
3. Aged Reports/Finance.
4. Year to Date Water/Sewer Report.
5. PSR - Steve Banks.

Chairman Lynch highlighted a few things from the report;
Beaver activity at the plant is a habitual problem.
Flows have increased slightly as groundwater levels have increased due to recent rains.

RESULT: DISCUSSED

6. Groton Utilities Hydraulic Model Calibration, Field Verification, and Water Age Analysis letter dated September 29, 2025.

VIII. OLD BUSINESS

1. 15 Stoddards Wharf Road Sewer Request.

Ms. Wadecki said more details need to be put into the second paragraph; it implies that it is for sewer "installed facilities" but needs a more specific explanation. The water and sewer lines plans are referenced but should also be included. Other sections need amending to fix inconsistencies, and redundancies. Chairman Lynch said "in the vicinity of Colby Drive" should be changed to refer to the Bill Library not Colby Drive. It was also agreed that "Stoddards Wharf" is confusing. Removal of paragraph one and the referral of that paragraph from 3a was suggested.

ACTION ITEM:

Revise the Water and Sewer Main Extension Agreement for the November agenda.

RESULT: DISCUSSED

2. Lead Survey Proposal Review Sewer Decision.

Chairman Lynch said that the Department of Health has rules on the selection of an engineering firm. These procedures include qualification-based hiring. Once the decision is made of which firm is the most qualified a price negotiation can begin. Chairman Lynch wanted the Authority to perform ratings on the engineering firms. He started by stating that he felt all three firms could do a good job and no deficiencies were found.

H2M - The firm talked generically how the plan would be executed.

Weston & Sampson - Stated clever ways to reduce costs. What they proposed was interesting. They also mentioned the possibility of obtaining additional grant money.

Arcadis - Not only did the firm mention clever ways to reduce costs but also demonstrated how they saved money in recent work performed in New London. Arcadis also mentioned the possibility of obtaining additional grant money. The only downside is their resources since they are the smallest firm. Groton Utilities uses Arcadis as a consultant for their lead survey work and Arcadis also has a very strong relationship with the Department of Health.

Chairman Lynch reviewed the inventory;

There are 539 undocumented unknown materials. Holes (in the trade they are called "potholes") would need to be dug for each service line to determine the material of construction, and perform such work at a rate of approximately three holes dug a day. Ms. Wadecki asked if algorithms could be used instead, Chairman Lynch said the GU is of the opinion that the DPH would not accept model statistics. Out of the 539 unknowns there are 500 with documentation that may need to be verified as accurate. This inventory needs to be completed in three years.

Motion to RECOMMEND Arcadis to provide engineering services for the Lead and Copper Rule (LCR) Revisions (LCRR) compliance, as specified in their application dated October 2, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

3. Holmberg Pump Repair and Preventive Maintenance.

The approval of the repair to the Holmberg tank emergency fire pump and 5-year maintenance agreement.

Groton Utilities needs to provide a new invoice. No action taken. This item will be removed from the agenda until a new invoice is provided.

RESULT: DISCUSSED

4. Ordinance Update Proposal amend section 3 of ordinance ORD200-001 rev1 - discussion. What is the maximum emergency number for exclusion of ordinance?

5. Rate Increases - discussion.

6. CUSI Purchase Order Approval.

The invoice is for a one-time upgrade fee for the current billing system. This would be a capital expenditure.

Motion to APPROVE the payment of CUSI Invoice #INVC-13204, dated October 1, 2025, in the amount of \$15,000, for UB4 implementation.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

7. Hydraulic Model Purchase Order Approval.

8. Any Other Old Business to Come Before the Authority.

None.

IX. NEW BUSINESS

1. Motion to APPROVE the WPCA 2026 Calendar Year Meeting Schedule as written.

Ms. Wadecki asked if the Authority wants to keep the meeting time at 6:30 p.m. or switch it back to 7:00 p.m. Mr. Norris said it's harder for him to get to the meetings at 6:30 p.m. The Commissioners agreed that 7:00 p.m. would be better.

Motion to APPROVE the WPCA 2026 Calendar Year Meeting Schedule, with meeting times moved from 6:30 p.m. to 7:00 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

2. WPCA Town Council Presentation.

Chairman Lynch said he was asked by Mayor Allyn III and Matt Bonin, Finance Director to define what constitutes an emergency and if there is a dollar limit. Ms. Wadecki said it would be hard to put a dollar amount on an emergency, but a true emergency requires fixes to be performed immediately. Chairman Lynch said Groton Utilities has checkpoints in place for emergency repairs when the cost is greater than a pre-determined amount an approval is required. It was suggested that Chairman Lynch forwards GU's emergency repair procedure to Finance.

Chairman Lynch was asked to send a presentation to the Town Council. Chairman Lynch said he wrote a draft for the Authority to review and added that he wants to add public hearings to the draft. Mr. Ball suggested adding a link to the customer guide.

RESULT: DISCUSSED

3. Discussion and possible approval of extending the "east-west" spur to the eventual Tri-Town Trail (TTT) along Stoddards Wharf Road to the Gales Ferry Schools complex/Route 12 over an existing Groton Utilities easement for water pipes.

Chairman Lynch explained that Dennis Main, Avalonia is requesting approval of extending the "east-west" spur to the eventual Tri-Town Trail (TTT) along Stoddards Wharf Road to the Gales Ferry Schools complex/Route 12 over an existing Groton Utilities easement for water pipes. Chairman Lynch said based on statutes the WPCA needs to give its permission for such a trail. Mr. Main shared maps he received from GU with the Authority. The piping is owned by the WPCA. Mr. Main explained that Avalonia doesn't have any ownership interest rather they are advocating for connection of the trails. Chairman Lynch asked if there are any power lines on the easement and it was answered no. The Authority agreed that they would give permission and thanked Mr. Main for what he is doing with the trails.

RESULT: DISCUSSED

4. 7000 gallon/day leak at Gales Ferry residence at curb stop before the meter.

Chairman Lynch said he was surprised to find out that there is curb stop service to basement meters. Unfortunately, this is not unique to this residence, there are several others in Gales Ferry with the same set up. GU has explained to the owner(s) that it is in their best interest to have the repair completed. GU will not repair the line because they do not repair lines on private property. The owner will need to hire a contractor to complete the repair. There is no incentive for the owner to complete the repair since they do not see an increase on their water bill. It was suggested that the WPCA sends the resident a letter stating that water will be shut off to stop the leak, which may be the WPCA's only recourse. The letter should be sent before November 1, because after that date water cannot be shut off. Chairman Lynch said it was estimated that 7,500 gallons a day is going into the ground. Ms. Wadecki explained that the meter is past the area of the leak, the meter is in the basement, and the leak is between the curb stop and the meter so the water being leaked is not registering. It's to everyone's benefit to fix the leak. There were questions raised; how many residences have meters in the basement, should all the meters be moved or just the ones with leaks, are there any undetected leaks?

ACTION ITEM: Chairman Lynch will ask Mauricio Duarte, Groton Utilities General Foreman

Water Operations, for a count of basement meters and discuss further action.

RESULT: DISCUSSED

5. Any Other New Business to Come Before the Authority.

None.

X. ADJOURNMENT

Motion to ADJOURN the Regular Meeting at 8:00 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Edmond Lynch

SECONDER: Sharon Wadecki

AYE 5 Jones Juber Tewfik Wadecki Lynch

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2800

Agenda Date: 11/25/2025

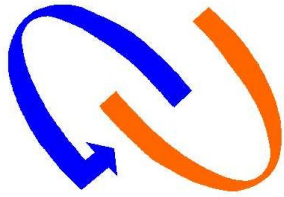
Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:
Operations Report.

Background:
(type text here)

Department Comment/Recommendation:
(type text here)



GROTON UTILITIES

Subject: Ledyard Water Systems
Monthly Report: October/November 2025

To: Ed Lynch, WPCA Chairman
Cc: Joseph Pratt, Manager Water & Wastewater

From: Mauricio Duarte

Date: November 19, 2025

Water Operations and Maintenance Monthly Report and Updates 10/15 to 11/15/2025.

Operations:

- Daily rounds of all systems
- Operation and maintenance
- Manage water storage tanks.

Laboratory:

- Distribution system sample testing per CTDPH schedule (microbiological & physical analyses). All results met CTDPH standards.
- Submitted results of monthly microbiological & physical analyses to CTDPH via CMDP (Compliance Monitoring Data Portal) as required; also e-mailed all required monthly forms to CTDPH.
- Blending of raw water sources at the Groton WTP continues to reduce total organic carbon, thereby reducing the THMs leaving the WTP, and helping to reduce THMs in the Ledyard Center and Gales Ferry systems.
- Routine flushing of specific hydrants and blow-offs continues to be conducted, assisting LWPCA to reduce water age in both the Ledyard Center and Gales Ferry systems, as part of our efforts to maintain the lowest THM levels possible in both systems. The flushing continued through October, until reduced water temperatures decreased the production of THMs in both water systems.

- The Gales Ferry TTHM OEL calculation for Q3 required an OEL report to be prepared and submitted to DPH for Q3 2025; the report is nearly completed and will be submitted to DPH in a timely manner, as required. Gales Ferry water system is in compliance with THM/HAA5 regulations.
- Q3 TTHM results for Ledyard Center brought 13 Village Dr. back into compliance; the Ledyard Town Hall site remains in compliance.
- By late September LWPCA still had not received the NOV notice that was anticipated for 13 Village Dr., for Q2 2025. An e-mail was sent to Cindy Sek in late September inquiring about this, and the following day she confirmed that the RAA calculation exceeds the MCL (Q3 result = 0.081 mg/L), and that an NOV will be issued. She stated that someone from DPH will call us to advise us on steps to take; in addition, an NOV letter will be forthcoming from DPH to Ledyard. Work to prepare the notice to the customers will begin as soon as is practicable, once we hear from DPH.
- Q4 2025 THM/HAA5 samples were collected this month in Ledyard Center, and Gales Ferry THMs/HAA5s will be collected in November, in accordance with their DPH schedules. These samples are sent to a sub-contract lab for analysis.

Distribution:

- **Meter and ERT Box Repair:**
Routine monthly repairs were completed for various meters and ERT boxes. Trouble sheets were addressed for both the Ledyard and Gales Ferry service areas.
- Assisted Wright-Pierce with flow testing on both the Gales Ferry and Ledyard systems, which will help develop a more defined hydraulic model for the entire distribution system. We are currently assisting the engineering firm with other information needed to complete their assessment.
- **Leak Detection and Repairs:**
8 Smith Pond Road – The leak is confirmed on the customer's side of the service. The repair is scheduled for November 20th. Per the homeowner's request, the meter pit installation will be scheduled for a later date, once the repair has been completed.

Thompson Street – The full installation of the new 4" pipe is complete. We are now in the process of pressure testing and sanitizing the new main. Service transfers from the existing main to the new main are expected to begin in approximately one week.
- **Daily Operations:**
Routine responsibilities continue, including "Call Before You Dig" mark-outs and scheduled inspections of tanks and pump stations.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2810

Agenda Date: 11/25/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Service Correspondence.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2799

Agenda Date: 11/25/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

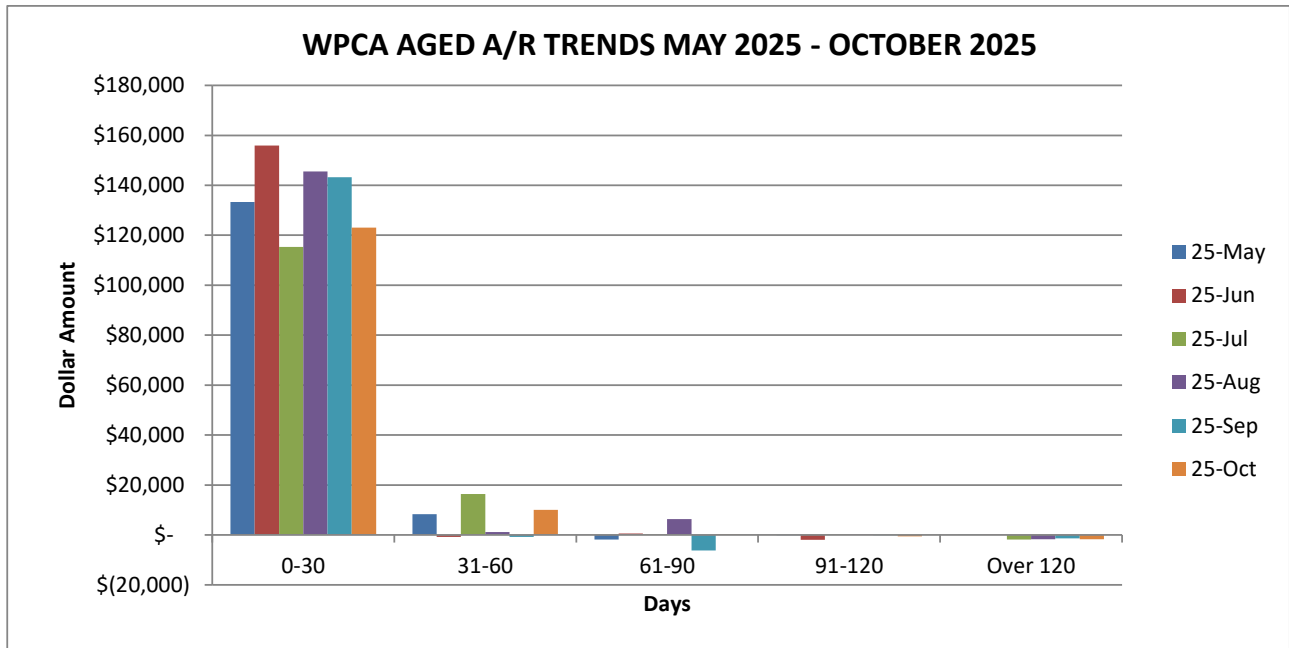
Aged Reports/Finance.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



MAY	MAY	MAY	MAY	MAY	
0-30	31-60	61-90	91-120	OVER 120	
\$ 133,341	\$ 8,284	\$ (1,870)	\$ (33)	\$ 121	\$ 139,843

JUNE	JUNE	JUNE	JUNE	JUNE	
0-30	31-60	61-90	91-120	OVER 120	
\$ 155,936	\$ (753)	\$ 590	\$ (1,907)	\$ 103	\$ 153,969

JULY	JULY	JULY	JULY	JULY	
0-30	31-60	61-90	91-120	OVER 120	
\$ 115,318	\$ 16,359	\$ 101	\$ 83	\$ (1,854)	\$ 130,006

AUG	AUG	AUG	AUG	AUG	
0-30	31-60	61-90	91-120	OVER 120	
\$ 145,493	\$ 1,207	\$ 6,296	\$ 114	\$ (1,764)	\$ 151,346

SEPT	SEPT	SEPT	SEPT	SEPT	
0-30	31-60	61-90	91-120	OVER 120	
\$ 143,191	\$ (793)	\$ (6,205)	\$ (8)	\$ (1,380)	\$ 134,805

OCT	OCT	OCT	OCT	OCT	
0-30	31-60	61-90	91-120	OVER 120	
\$ 123,030	\$ 10,026	\$ 306	\$ (522)	\$ (1,725)	\$ 131,115

Foot Notes:

Cash Collected in the month of October 2025: \$157,345.87



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2801

Agenda Date: 11/25/2025

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Year to Date Water/Sewer Report.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
5059001 OTHER-GEN - GRANTS/CONTR							
5059001 49002	TRANSERS IN:						
-321,250.00	0.00	-321,250.00	-121,628.21	0.00	-199,621.79	37.9%	
TOTAL OTHER-GEN - GRANTS/CONTR							
-321,250.00	0.00	-321,250.00	-121,628.21	0.00	-199,621.79	37.9%	
TOTAL REVENUES							
-321,250.00	0.00	-321,250.00	-121,628.21	0.00	-199,621.79		
50590991 CONTRIBUTION TO CNR							
50590991 59305	CONTRIBUTION TO CNR						
130,000.00	0.00	130,000.00	0.00	0.00	130,000.00	.0%	
TOTAL CONTRIBUTION TO CNR							
130,000.00	0.00	130,000.00	0.00	0.00	130,000.00	.0%	
TOTAL EXPENSES							
130,000.00	0.00	130,000.00	0.00	0.00	130,000.00		
50591603 SOURCE OF SUPPLY							
50591603 58100	DUES & FEES						
3,100.00	0.00	3,100.00	567.64	135.00	2,397.36	22.7%	
TOTAL SOURCE OF SUPPLY							
3,100.00	0.00	3,100.00	567.64	135.00	2,397.36	22.7%	
TOTAL EXPENSES							
3,100.00	0.00	3,100.00	567.64	135.00	2,397.36		
50591623 POWER PURCHASED							
50591623 56225	POWER PURCHASED						
10,000.00	0.00	10,000.00	2,285.64	7,714.36	0.00	100.0%	
TOTAL POWER PURCHASED							
10,000.00	0.00	10,000.00	2,285.64	7,714.36	0.00	100.0%	
TOTAL EXPENSES							
10,000.00	0.00	10,000.00	2,285.64	7,714.36	0.00		

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04							
50591626 GU OPERATION-EMERGENCY	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50591626 GU OPERATION-EMERGENCY							
50591626 53720	9,000.00	GU OPERATING--EMERGENCY 0.00	9,000.00	866.55	3,593.77	4,539.68	49.6%
TOTAL GU OPERATION-EMERGENCY	9,000.00	0.00	9,000.00	866.55	3,593.77	4,539.68	49.6%
TOTAL EXPENSES	9,000.00	0.00	9,000.00	866.55	3,593.77	4,539.68	
50591627 GU OPERATING AGREEMENT ANNUAL							
50591627 53725	330,986.00	GU OPERATING AGREEMENT ANNUAL 0.00	330,986.00	82,746.51	217,253.49	30,986.00	90.6%
50591627 53726	105,319.85	GU CUSTOMER SERVICE 0.00	105,319.85	26,330.03	58,669.97	20,319.85	80.7%
TOTAL GU OPERATING AGREEMENT ANNUAL	436,305.85	0.00	436,305.85	109,076.54	275,923.46	51,305.85	88.2%
TOTAL EXPENSES	436,305.85	0.00	436,305.85	109,076.54	275,923.46	51,305.85	
50591663 METER/SYSTEMS EXPENSE							
50591663 54110	350,000.00	RTE 12 WATER PURCHASED USED 0.00	350,000.00	105,263.37	244,736.63	0.00	100.0%
50591663 54115	400,000.00	ROUTE 117 WATER PURCHASED USED 0.00	400,000.00	97,292.66	252,707.34	50,000.00	87.5%
50591663 54120	16,000.00	METER EQUIPMENT 0.00	16,000.00	1,016.96	3,983.04	11,000.00	31.3%
TOTAL METER/SYSTEMS EXPENSE	766,000.00	0.00	766,000.00	203,572.99	501,427.01	61,000.00	92.0%
TOTAL EXPENSES	766,000.00	0.00	766,000.00	203,572.99	501,427.01	61,000.00	
50591921 MISC							
50591921 54420	26,000.00	FINANCE DEPT SERVICES 0.00	26,000.00	0.00	0.00	26,000.00	.0%

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50591921 MISC								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
50591921 54506		FIRE HYDRANT MAINTENANCE						
	14,400.00	0.00	14,400.00	0.00	0.00	14,400.00	.0%	
50591921 58810		GEN OBLIGATION BOND PRINCIPAL						
	20,799.00	0.00	20,799.00	0.00	0.00	20,799.00	.0%	
50591921 58811		GEN OBLIGATION BOND INTEREST						
	2,829.00	0.00	2,829.00	0.00	0.00	2,829.00	.0%	
50591921 58820		CWF/DWSRF LOAN PRINCIPAL						
	260,920.00	0.00	260,920.00	0.00	0.00	260,920.00	.0%	
50591921 58821		CWF/DWSRF LOAN INTEREST						
	36,702.00	0.00	36,702.00	12,815.89	0.00	23,886.11	34.9%	
TOTAL MISC								
	361,650.00	0.00	361,650.00	12,815.89	0.00	348,834.11	3.5%	
TOTAL EXPENSES								
	361,650.00	0.00	361,650.00	12,815.89	0.00	348,834.11		
50591923 PROFESSIONAL FEES								
50591923 53600		ACCOUNTING SERVICES/AUDIT						
	9,738.00	0.00	9,738.00	1,275.00	7,225.00	1,238.00	87.3%	
TOTAL PROFESSIONAL FEES								
	9,738.00	0.00	9,738.00	1,275.00	7,225.00	1,238.00	87.3%	
TOTAL EXPENSES								
	9,738.00	0.00	9,738.00	1,275.00	7,225.00	1,238.00		
50591926 BENEFITS								
50591926 52300		RETIREMENT						
	4,261.50	0.00	4,261.50	0.00	0.00	4,261.50	.0%	
TOTAL BENEFITS								
	4,261.50	0.00	4,261.50	0.00	0.00	4,261.50	.0%	
TOTAL EXPENSES								
	4,261.50	0.00	4,261.50	0.00	0.00	4,261.50		
50591991 CONTINGENCY								
50591991 58910		CONTINGENCY						
	20,476.45	0.00	20,476.45	0.00	0.00	20,476.45	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50591991	CONTINGENCY							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
50591991 58911	15,000.00	LEAK TEST 0.00	15,000.00	0.00	0.00	15,000.00	.0%	
	TOTAL CONTINGENCY							
	35,476.45	0.00	35,476.45	0.00	0.00	35,476.45	.0%	
	TOTAL EXPENSES							
	35,476.45	0.00	35,476.45	0.00	0.00	35,476.45		
5059801 WATER-CHARGE / SERVICE								
5059801 46045	-5,000.00	NEW METER CHARGE 0.00	-5,000.00	0.00	0.00	-5,000.00	.0%	
5059801 46046	-3,000.00	WATER MISC 0.00	-3,000.00	-3,726.45	0.00	726.45	124.2%	
5059801 46048	-5,000.00	NEW CONNECTION REVENUE 0.00	-5,000.00	-1,940.00	0.00	-3,060.00	38.8%	
5059801 46049	-21,000.00	TRANSMISSION FEE MONTVILLE WAT 0.00	-21,000.00	-4,818.39	0.00	-16,181.61	22.9%	
5059801 46050	-1,395,881.80	WATER USAGE CHARGE 0.00	-1,395,881.80	-444,409.19	0.00	-951,472.61	31.8%	
5059801 46051	0.00	WATER LATE FEE 0.00	0.00	-406.03	0.00	406.03	100.0%	
5059801 46053	0.00	WATER ASSESSMENT 0.00	0.00	-1,300.09	0.00	1,300.09	100.0%	
5059801 46054	-14,400.00	HYDRANT MAINTENANCE 0.00	-14,400.00	0.00	0.00	-14,400.00	.0%	
TOTAL WATER-CHARGE / SERVICE								
	-1,444,281.80	0.00	-1,444,281.80	-456,600.15	0.00	-987,681.65	31.6%	
TOTAL REVENUES								
	-1,444,281.80	0.00	-1,444,281.80	-456,600.15	0.00	-987,681.65		
GRAND TOTAL								
	0.00	0.00	0.00	-247,768.11	796,018.60	-548,250.49	100.0%	

** END OF REPORT - Generated by Ian Stammel **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	9	Y	N
Sequence 2	0	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2025/ 1

To Yr/Per: 2025/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2026/ 4

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria
Field Name Field value

Fund 0505

TWN FUNCTION

DEPT / LOCAT

SDEP/BOEFUNC

Character Code

Org

Object

Project

Account type

Account status

Rollup code

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
5019001 OTHER-GEN - GRANTS/CONTR							
5019001 49002	TRANSERS IN:						
-100,670.00	0.00	-100,670.00	-87,578.19	0.00	-13,091.81	87.0%	
TOTAL OTHER-GEN - GRANTS/CONTR							
-100,670.00	0.00	-100,670.00	-87,578.19	0.00	-13,091.81	87.0%	
TOTAL REVENUES							
-100,670.00	0.00	-100,670.00	-87,578.19	0.00	-13,091.81		
50190603 SOURCE OF SUPPLY							
50190603 54225	SLUDGE HAULING						
17,300.00	-2,000.00	15,300.00	3,503.06	11,496.94	300.00	98.0%	
50190603 58100	DUES & FEES						
5,000.00	0.00	5,000.00	1,824.73	415.00	2,760.27	44.8%	
TOTAL SOURCE OF SUPPLY							
22,300.00	-2,000.00	20,300.00	5,327.79	11,911.94	3,060.27	84.9%	
TOTAL EXPENSES							
22,300.00	-2,000.00	20,300.00	5,327.79	11,911.94	3,060.27		
50190611 MAINTENANCE OF STRUCTURE							
50190611 54510	ELECTRICIAN						
3,000.00	0.00	3,000.00	1,005.00	1,995.00	0.00	100.0%	
TOTAL MAINTENANCE OF STRUCTURE							
3,000.00	0.00	3,000.00	1,005.00	1,995.00	0.00	100.0%	
TOTAL EXPENSES							
3,000.00	0.00	3,000.00	1,005.00	1,995.00	0.00		
50190620 WAGES (SEWER)							
50190620 51305	OVERTIME/SEASONAL HELP						
17,500.00	0.00	17,500.00	7,777.47	0.00	9,722.53	44.4%	

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50190620 WAGES (SEWER)								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
50190620 51705		LONGEVITY						
	500.00	0.00	500.00	0.00	0.00	500.00	.0%	
TOTAL WAGES (SEWER)	18,000.00	0.00	18,000.00	7,777.47	0.00	10,222.53	43.2%	
	TOTAL EXPENSES							
	18,000.00	0.00	18,000.00	7,777.47	0.00	10,222.53		
50190621 EMPLOYEE UNIFORMS								
50190621 52160		EMPLOYEE UNIFORMS						
	1,000.00	0.00	1,000.00	202.04	483.96	314.00	68.6%	
TOTAL EMPLOYEE UNIFORMS	1,000.00	0.00	1,000.00	202.04	483.96	314.00	68.6%	
	TOTAL EXPENSES							
	1,000.00	0.00	1,000.00	202.04	483.96	314.00		
50190623 POWER PURCHASED								
50190623 56200		HEATING OIL/PROPANE						
	3,000.00	0.00	3,000.00	345.00	2,157.92	497.08	83.4%	
50190623 56220		ELECTRICITY						
	50,000.00	0.00	50,000.00	11,923.95	30,751.05	7,325.00	85.4%	
50190623 56261		GASOLINE/DESEL						
	4,500.00	0.00	4,500.00	684.13	2,813.06	1,002.81	77.7%	
TOTAL POWER PURCHASED	57,500.00	0.00	57,500.00	12,953.08	35,722.03	8,824.89	84.7%	
	TOTAL EXPENSES							
	57,500.00	0.00	57,500.00	12,953.08	35,722.03	8,824.89		
50190624 PUMPING SUPPLY & EXPENSE								
50190624 56914		PUMPING SUPPLY & EXPENSE						
	3,300.00	0.00	3,300.00	540.00	540.00	2,220.00	32.7%	
TOTAL PUMPING SUPPLY & EXPENSE	3,300.00	0.00	3,300.00	540.00	540.00	2,220.00	32.7%	
	TOTAL EXPENSES							
	3,300.00	0.00	3,300.00	540.00	540.00	2,220.00		

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50190641	CHEMICALS	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50190641 CHEMICALS								
50190641 56912	CHEMICALS	23,000.00	0.00	23,000.00	5,217.42	16,682.58	1,100.00	95.2%
	TOTAL CHEMICALS	23,000.00	0.00	23,000.00	5,217.42	16,682.58	1,100.00	95.2%
	TOTAL EXPENSES	23,000.00	0.00	23,000.00	5,217.42	16,682.58	1,100.00	
50190643 TREATMENT EXPENSE								
50190643 56916	TREATMENT EXPENSE	5,000.00	0.00	5,000.00	979.00	0.00	4,021.00	19.6%
	TOTAL TREATMENT EXPENSE	5,000.00	0.00	5,000.00	979.00	0.00	4,021.00	19.6%
	TOTAL EXPENSES	5,000.00	0.00	5,000.00	979.00	0.00	4,021.00	
50190663 METER EXPENSE								
50190663 53710	METER CALIBRATION EXPENSE	950.00	0.00	950.00	0.00	0.00	950.00	.0%
	TOTAL METER EXPENSE	950.00	0.00	950.00	0.00	0.00	950.00	.0%
	TOTAL EXPENSES	950.00	0.00	950.00	0.00	0.00	950.00	
50190673 MAINTENANCE OF MAINS								
50190673 54515	MAINTENANCE OF MAINS	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	100.0%
	TOTAL MAINTENANCE OF MAINS	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	100.0%
	TOTAL EXPENSES	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50190678 MAINTENANCE OF MISC. PLANT		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
50190678 MAINTENANCE OF MISC. PLANT								
50190678 54505	MAINTENANCE OF MISC. PLA	12,000.00	2,000.00	14,000.00	8,885.38	3,064.62	2,050.00	85.4%
50190678 56802	SAFETY EQUIPMENT	1,000.00	0.00	1,000.00	495.00	5.00	500.00	50.0%
50190678 56804	LAB EQUIPMENT	2,900.00	0.00	2,900.00	0.00	0.00	2,900.00	.0%
TOTAL MAINTENANCE OF MISC. PLANT		15,900.00	2,000.00	17,900.00	9,380.38	3,069.62	5,450.00	69.6%
TOTAL EXPENSES		15,900.00	2,000.00	17,900.00	9,380.38	3,069.62	5,450.00	
50190920 PLANT OPERATIONS WAGES								
50190920 51610	SUPERVISORS	97,666.00	0.00	97,666.00	30,800.90	0.00	66,865.10	31.5%
50190920 51635	SHIFT OPERATOR	76,940.00	0.00	76,940.00	24,429.72	0.00	52,510.28	31.8%
50190920 51640	LAB TECHNICIAN	57,408.00	0.00	57,408.00	17,639.88	0.00	39,768.12	30.7%
TOTAL PLANT OPERATIONS WAGES		232,014.00	0.00	232,014.00	72,870.50	0.00	159,143.50	31.4%
TOTAL EXPENSES		232,014.00	0.00	232,014.00	72,870.50	0.00	159,143.50	
50190921 MISC								
50190921 54150	LAKESIDE MAINTENANCE	3,000.00	0.00	3,000.00	500.00	0.00	2,500.00	16.7%
50190921 54420	FINANCE DEPT SERVICES	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	.0%
50190921 56100	OPERATING EXPENSES	11,000.00	0.00	11,000.00	853.93	2,859.47	7,286.60	33.8%
50190921 58810	GEN OBLIGATION BOND PRINCIPAL	72,682.00	0.00	72,682.00	0.00	0.00	72,682.00	.0%

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50190921 MISC								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
50190921 58811	27,988.00	GEN OBLIGATION BOND INTEREST 0.00	27,988.00	0.00	0.00	27,988.00	.0%	
50190921 58821	0.00	CWF/DWSRF LOAN INTEREST 0.00	0.00	1,216.68	0.00	-1,216.68	100.0%	
TOTAL MISC	121,670.00	0.00	121,670.00	2,570.61	2,859.47	116,239.92	4.5%	
	121,670.00	TOTAL EXPENSES 0.00	121,670.00	2,570.61	2,859.47	116,239.92		
50190923 PROFESSIONAL FEES								
50190923 53600	3,000.00	ACCOUNTING SERVICES/AUDIT 0.00	3,000.00	225.00	1,275.00	1,500.00	50.0%	
50190923 53705	8,200.00	LABORATORY TESTS 0.00	8,200.00	2,397.00	5,603.00	200.00	97.6%	
50190923 58110	1,500.00	TRAINING/MTGS/DUES/SUBSCRIP 0.00	1,500.00	0.00	890.00	610.00	59.3%	
TOTAL PROFESSIONAL FEES	12,700.00	0.00	12,700.00	2,622.00	7,768.00	2,310.00	81.8%	
	12,700.00	TOTAL EXPENSES 0.00	12,700.00	2,622.00	7,768.00	2,310.00		
50190926 BENEFITS								
50190926 52000	75,106.00	HEALTH CARE 0.00	75,106.00	0.00	0.00	75,106.00	.0%	
50190926 52300	21,243.00	RETIREMENT 0.00	21,243.00	0.00	0.00	21,243.00	.0%	
50190926 52500	17,768.00	SOCIAL SECURITY 0.00	17,768.00	0.00	0.00	17,768.00	.0%	
50190926 52900	8,979.00	WORKER'S COMP GEN GOV 0.00	8,979.00	0.00	0.00	8,979.00	.0%	
TOTAL BENEFITS	123,096.00	0.00	123,096.00	0.00	0.00	123,096.00	.0%	
	123,096.00	TOTAL EXPENSES 0.00	123,096.00	0.00	0.00	123,096.00		
50190933 TRANSPORTATION EXPENSE								
50190933 54305		VEHICLE MAINTENANCE						

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04								
50190933	TRANSPORTATION EXPENSE							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	2,000.00	0.00	2,000.00	271.95	928.05	800.00	60.0%	
TOTAL TRANSPORTATION EXPENSE	2,000.00	0.00	2,000.00	271.95	928.05	800.00	60.0%	
TOTAL EXPENSES	2,000.00	0.00	2,000.00	271.95	928.05	800.00		
50190990 CAPITAL								
50190990 57505	SEWER TIE IN							
	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%	
TOTAL CAPITAL	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%	
TOTAL EXPENSES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00		
50190991 CONTINGENCY								
50190991 58910	CONTINGENCY							
	10,000.00	0.00	10,000.00	0.00	1,000.00	9,000.00	10.0%	
50190991 59305	CONTRIBUTION TO CNR							
	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	.0%	
TOTAL CONTINGENCY	30,000.00	0.00	30,000.00	0.00	1,000.00	29,000.00	3.3%	
TOTAL EXPENSES	30,000.00	0.00	30,000.00	0.00	1,000.00	29,000.00		
50191627 GU OPERATING AGREEMENT								
50191627 53726	GU CUSTOMER SERVICE							
	18,585.86	0.00	18,585.86	4,646.47	10,353.53	3,585.86	80.7%	
TOTAL GU OPERATING AGREEMENT	18,585.86	0.00	18,585.86	4,646.47	10,353.53	3,585.86	80.7%	
TOTAL EXPENSES	18,585.86	0.00	18,585.86	4,646.47	10,353.53	3,585.86		
5019701 SEWER-CHARGE / SERVICE								

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT

FOR 2026 04							
5019701 SEWER-CHARGE / SERVICE	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5019701 46020	SEWER USAGE CHARGES						
	-592,845.86	0.00	-592,845.86	-173,431.65	0.00	-419,414.21	29.3%
5019701 46021	SEWER LATE FEE						
	-500.00	0.00	-500.00	178.76	0.00	-678.76	-35.8%
TOTAL SEWER-CHARGE / SERVICE							
	-593,345.86	0.00	-593,345.86	-173,252.89	0.00	-420,092.97	29.2%
TOTAL REVENUES							
	-593,345.86	0.00	-593,345.86	-173,252.89	0.00	-420,092.97	
5019702 SEWER-GRANTS/CONTR							
5019702 42029	STATE GRANTS - SEWER						
	0.00	0.00	0.00	-479.00	0.00	479.00	100.0%
TOTAL SEWER-GRANTS/CONTR							
	0.00	0.00	0.00	-479.00	0.00	479.00	100.0%
TOTAL REVENUES							
	0.00	0.00	0.00	-479.00	0.00	479.00	
GRAND TOTAL							
	0.00	0.00	0.00	-134,946.37	96,314.18	38,632.19	100.0%

** END OF REPORT - Generated by Ian Stammel **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	9	Y	N
Sequence 2	0	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2025/ 1

To Yr/Per: 2025/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2026/ 4

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria
Field Name Field value

Fund 0501

TWN FUNCTION

DEPT / LOCAT

SDEP/BOEFUNC

Character Code

Org

Object

Project

Account type

Account status

Rollup code



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2809

Agenda Date: 11/25/2025

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

PSR - Steve Banks.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

**Town of Ledyard
Highlands W.W.T.F.
Plant Supervisor's Report
Meeting November 25, 2025**

The goal of the plant staff is to efficiently collect and treat the wastewater and to produce the best quality effluent possible while maintaining the equipment and protecting the Town's assets.

- Plant is back in two basin operation and running OK. Settling is up on both basins. Monitoring closely.
- Beaver activity on property has been addressed. Trapper removed (3) beavers.
- GU has completed the main water replacement on Thompson. They are storing material for the project at the plant. They are cleaning up material left at 82 Town Farm Road.
- Flows have continued to increase slightly as groundwater levels have increased.
- Connecticut Rural Water and Wastewater Association has invited us to a zoom session regarding possible funding for sewer pipe rehabilitation program. This is through U.S.D.A. Will set up a time and date soon.
- Letter received from G.U. regarding possible lead water service at 82 Town Farm Road? There are no lead service lines here as the system was installed using copper and plastic pipe and fittings.
- Working on getting sand filters back in operation following maintenance requirements.

Respectfully

submitted,

**Stephen W.
Banks**



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2866

Agenda Date: 11/25/2025

Agenda #: 6.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

109 Christy Hill Road Correspondence.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

NEAR 1622 CONNECTICUT STATE HIGHWAY (ROUTE 12)
T.O.L ADDRESS PARCEL - #109 CHRISTY HILL ROAD

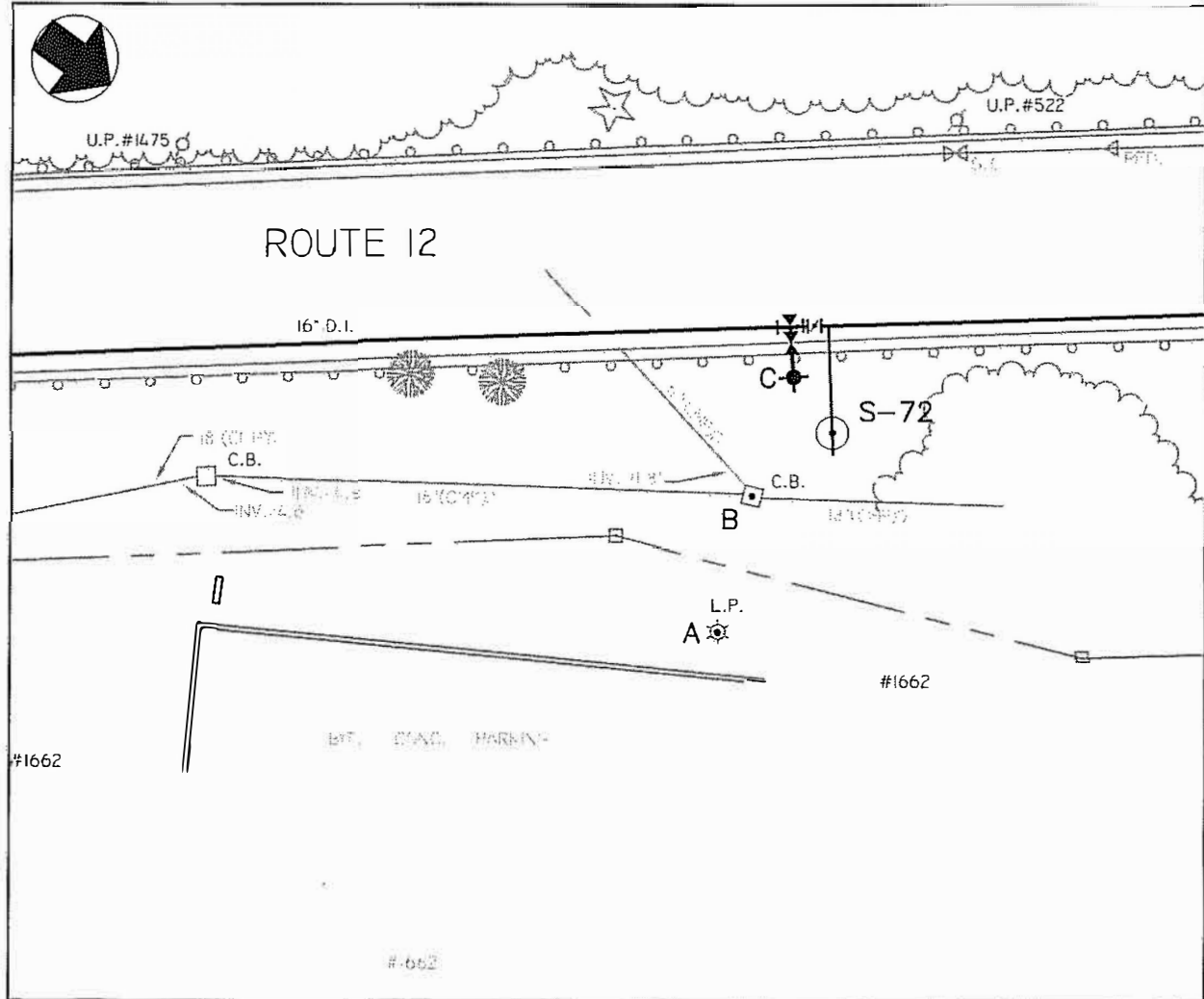
1" CORPORATION (MUELLER MODEL NO. H-15008)

1" CURB STOP (MUELLER MODEL NO. B-25209)

OPEN LEFT (COUNTER CLOCKWISE)

1" COPPER TUBE (TYPE K)

INSTALLED: NOVEMBER 4, 1997



SERVICE TIES

CURB STOP	A LIGHT POLE EAST OF ROUTE 12 WEST OF PARK. LOT #1622	B C.B. EAST OF ROUTE 12 WEST OF LIGHT POLE	C HYDRANT (40) EAST OF ROUTE 12
S-72	52.0'	22.0'	16.0'
MAIN TO SERV. = 22.5'		CURB TO COUPLING = 5.0'	

SERVICE RECORD
 GALES FERRY WATER SYSTEM
 RECORD DRAWINGS
 PHASE 1

WATER POLLUTION CONTROL AUTHORITY
 LEDYARD, CONNECTICUT

DATE: 1/26/99

SCALE: 1" = 40'-0"

REVISED: 1/28/99

SHEET: PH1-SH6-52

AMORY ENGINEERS, P.C.

Good afternoon Ed.

I just wanted to keep you in the loop on this, as I'm not sure if you are aware of a potential project.

We received a call regarding a potential condo development at 109 Christy Hill Road in Gales Ferry. It appears that Ledyard WPCA does currently provide a 1" service to this property from the existing 16" DI on Route 12 (See Service Card attached). The caller left a message regarding a potential new hydrant for this development and said that he spoke with the Fire Marshal and SCWA. I returned the call but didn't speak with him yet to clarify what he is looking for. At this point, I'm unclear as to what they are requesting, but I wanted to reach out to you regarding the service franchise area. This lot has frontage on both Route 12 as well as Christy Hill Rd. According to our records, SCWA's franchise service area (see attached) is on the north side of Christy Hill, but I know that they have a "200' Expansion Area" line on their service territory mapping. This became an issue quite a few years ago when we connected #758-R Colonel Ledyard Highway. It looks like this could be a similar scenario. My question is - was there any resolution or clarification on what the "200' expansion area" is and what it means? I know that the #758-R issue generated some conversation between WPCA and SCWA on this. I also heard that there was a potential swap with SCWA on some service territory areas, and this area was mentioned but not sure on outcome of those discussions either.

Wondering if you could verify and provide any additional information.

Thank you,
Doug

Douglas Lafontaine

Project Manager | Water & Wastewater Departments

Office: 860-446-4047

Mobile: 860-625-0770

lafontained@grotonutilities.com

grotonutilities.com

Office Hours: 7am - 3pm (M-F)

water pollution control authority

LaFontaine, Doug <lafontained@grotonutilities.com>

PMWater-Only <PMWater-Only@grotonutilities.com>;Duarte, Mauricio
<duartem@grotonutilities.com>

Doug - when I attended WUUC meetings in the past the 200 feet buffer zone was not accepted and I believe the whole idea was tabled. As for service, I believe SCWA does not have the pressure or volume to provide

hydrants - but his might not be true for that system on Christy Hill. One thing is for sure – the developer needs to go through Ledyard Planning and Zoning first before we go any further with this!

Thanks,

Ed Lynch, WPCA
Mobile 646-732-9224

LaFontaine, Doug<lafontained@grotonutilities.com>
water pollution control authority
PMWater-Only <PMWater-Only@grotonutilities.com>;Duarte, Mauricio
<duartem@grotonutilities.com>
Ed,

Thank you for your reply. I haven't heard back from them regarding their inquiry.

I was certain that Ledyard WPCA has the capacity to provide service to their property for future development but I wanted to make sure that you were aware of the potential project and review potential service territory issues w/ WPCA and SCWA.

I agree – they'll need to go through the formal approval process in TOL before determining water utilities.

I'll let you know of any updates or additional information if they reach out to us again.

Thank you,
Doug

LaFontaine, Doug<lafontained@grotonutilities.com>
water pollution control authority
PMWater-Only <PMWater-Only@grotonutilities.com>;Duarte, Mauricio
<duartem@grotonutilities.com>
Ed,

I'm just following up on my previous email with an update.

The Developer reached back out to me, and we had a meeting to review their proposed project, which is still very preliminary.

They are exploring the idea of townhouse style apartments and duplex style homes. The development would be accessed from Christy Hill Rd as well as Kings Highway. They stated that 8-30g is also a potential route that they may explore, although they prefer not to go that route.

We confirmed that Ledyard WPCA can supply this property with their water needs. We determined that the best route for bringing water to this property would be at their frontage on Route 12, as opposed to extending the WM on Kings Highway and then along their right-of-way access. They

expressed a desire to have at least one fire hydrant on the property, so we advised that an 8" would be the minimum pipe diameter required to serve fire hydrants. We advised them to contact the Fire Marshal, as he would determine hydrant requirements and locations. We also informed them that their mechanical engineers would be responsible for determining pipe size requirements based on their needs.

They have a lot of decisions to make as they move forward with design process and when they start formal review with the town we can communicate better on requirements for water.

Thanks,
Doug



109 Christy Hill Rd

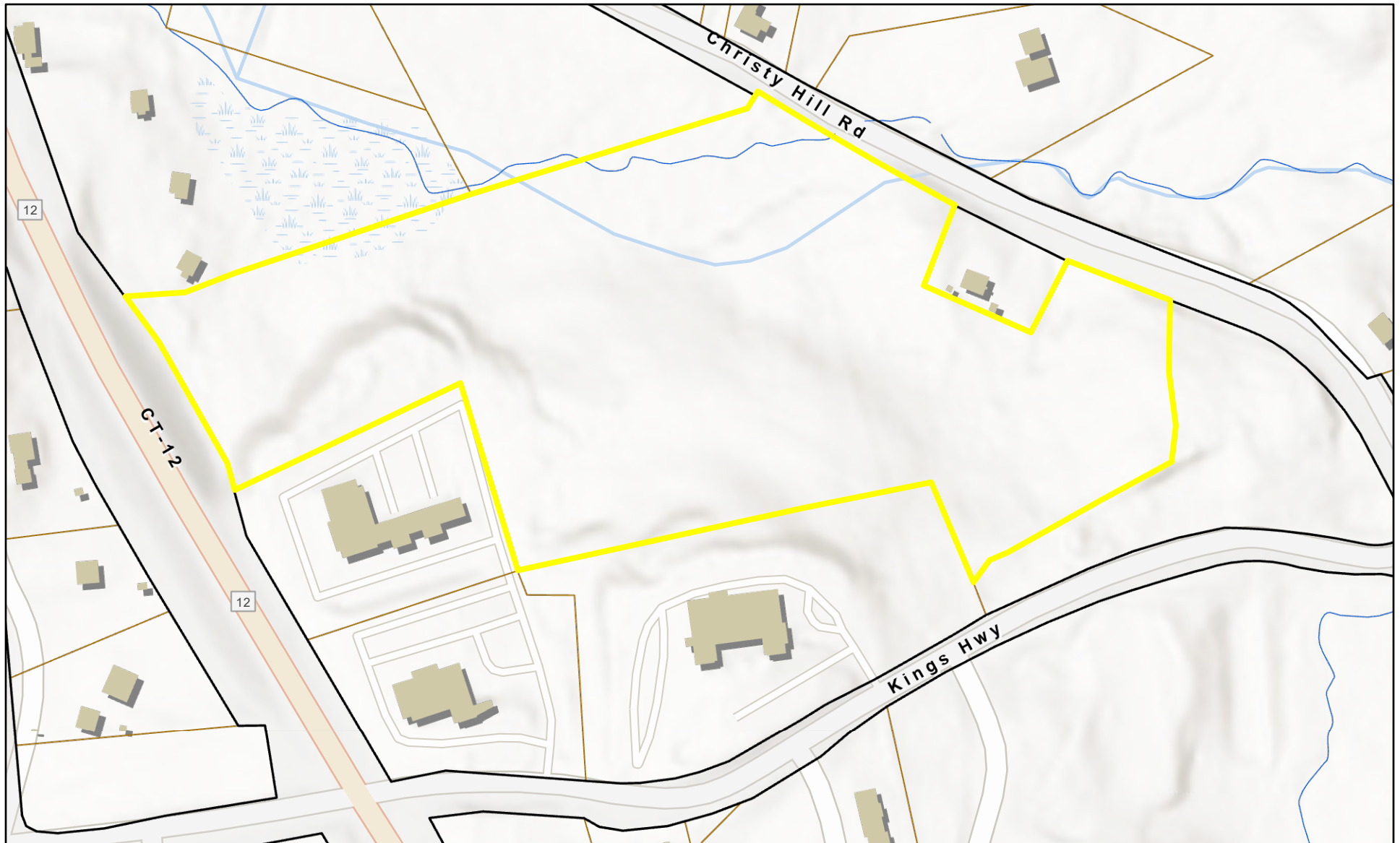
Ledyard, CT

1 inch = 200 Feet



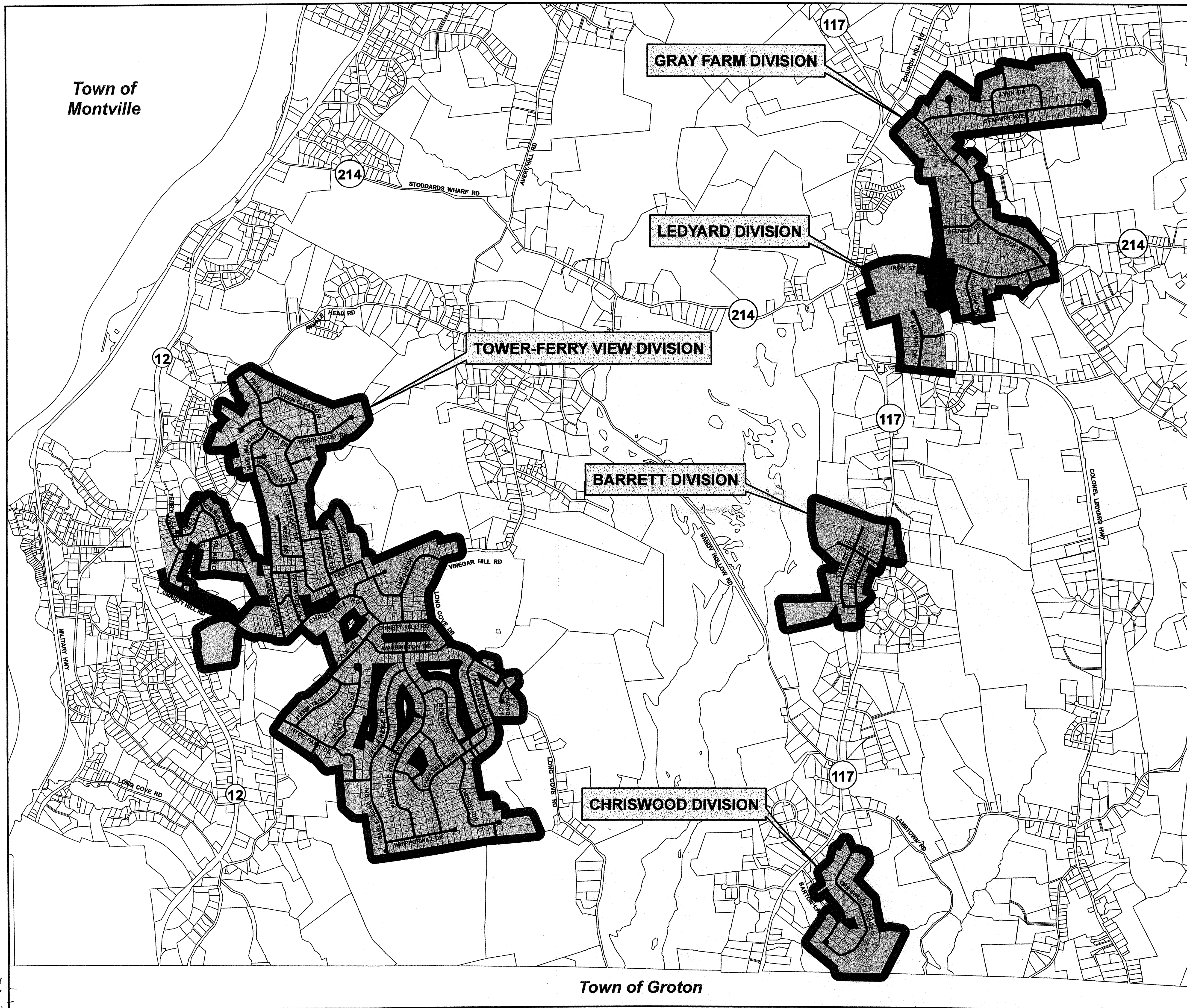
November 4, 2025

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Town of
Montville



GRAY FARM DIVISION

LEDYARD DIVISION

TOWER-FERRY VIEW DIVISION

BARRETT DIVISION

CHRISWOOD DIVISION

Town of Groton

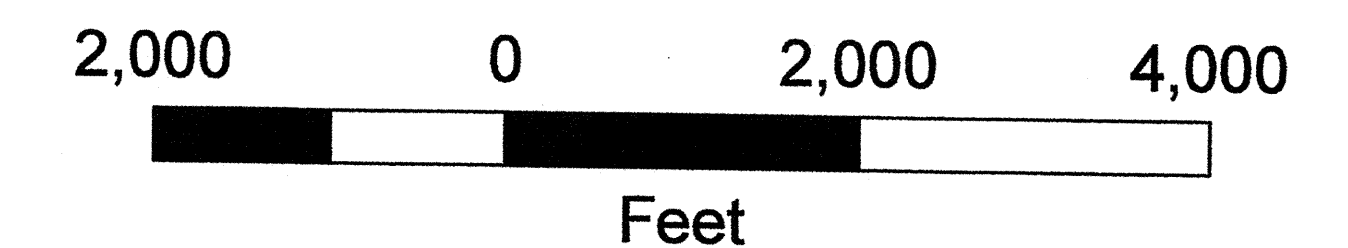
LEDYARD WATER SERVICE AREAS

-  Water Service Area
-  200 ft Expansion Area

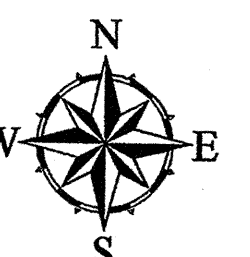
Notes:
1) Parcel Base Received from Town of Ledyard 01/29/2007.
2) Ledyard Division Service Area Mapping Data Layer from Town of Ledyard 02/06/2007.
3) Water Service Area Verified by SCWA February 2007.



SOUTHEASTERN
CONNECTICUT
WATER AUTHORITY



FEBRUARY 2007



 **FUSS & O'NEILL**
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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2869

Agenda Date: 11/25/2025

Agenda #: 7.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Invitation by the Gales Ferry District Association to meet to discuss sewer in Gales Ferry.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2870

Agenda Date: 11/25/2025

Agenda #: 8.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Lead and Copper Monitoring Communication from Steve Dietrich, Water Quality Manager, Groton Utilities.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Hi Christina,

Groton Utilities was recently granted permission to reduce their lead and copper monitoring to once per year, rather than the twice per year that has been required since 2019, due to changes and improvements at the Groton Water Treatment Plant. Although those changes in 2019 and years following automatically also triggered twice-a-year monitoring for our consecutive water systems, I found out from DPH that it does not work that way in reverse—each of the consecutive systems has to apply individually to reduce lead and copper testing to once per year.

To that end, I have prepared all the necessary paperwork for LWPCA Gales Ferry and LWPCA Ledyard Center to apply for that reduction, and I need Mayor Allyn's signature on each of these documents, since he is listed as the administrative and legal contact for those water systems.

I am including scanned copies of the documents so that the Mayor can see what it is that he is signing, and I was wondering if he would be available at any time today so I could stop by and get his signature on each of the applications (on the line that says "PWS Owner")?

Thanks Christina for your help with this, and please call or e-mail me if you have any questions!

Best regards,

Steve

Steve Dietrich

Water Quality Manager, Groton Utilities

Groton Water Treatment Plant Lab

Phone (860) 446-4080

Fax (860) 440-9940

Cell (860) 625-0618

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

Drinking Water Section

Lead and Copper Monitoring Reduction Request Form

Instructions: In accordance with the Regulations of Connecticut State Agencies (RCSA) Sections 19-13-B102(e)(8)(D)(iv), any Community Water System (CWS) or Non-Transient Non-Community (NTNC) water system that meets the lead and copper action levels may reduce the number of samples in accordance with RCSA Section 19-13-B102(e)(8)(C) or RCSA Section 19-13-B102(e)(8)(D) and reduce the frequency of sampling to once per year or once every three years, respectively. The water system is required to submit this application and provide a written justification as to why they should receive approval from the department to reduce the lead and copper monitoring. The submittal from the CWS or NTNC must include the water quality monitoring results, evaluation of treatment and operation, and other relevant information. The conditions for reduction consideration are listed in Appendix A.

PWS Name: LWPCA Ledyard Center

PWS ID: CT 0727091 Town: Ledyard

PWS Type (select one): ☒ Community ☐ NTNC

Population Served: 3,294

Type of population: ☐ School ☐ Daycare ☒ Residential ☒ Office/Business

☐ Campground ☒ Other Consecutive System to Groton Utilities

1. What is this water system's current monitoring frequency and what reduced monitoring frequency is this water system requesting? (select one)

☒ This water system is currently on 6-months (standard) monitoring and is requesting to go to annual monitoring

☐ This water system is currently on annual monitoring and is requesting to go to triennial monitoring

2. If the water system is currently on standard monitoring, why is the water system on standard lead and copper monitoring?

☐ New System ☐ New Source of Supply ☒ Other

☐ Change in Treatment ☐ New Treatment

☐ Lead or Copper Exceedance (Please explain when, why and your system's compliance status)

Please provide details (attach additional page, if needed) As a consecutive system to GU, we reverted to every-six-month sampling due to GU chem. treatment improvements and Water Treatment Plant improvements. Please see GU's application for reduced monitoring, submitted 9/16/25, approved by Lindsay Handel (DPH) - verbal - 11/5/25.

3. Does your water system have approved optimal corrosion control treatment (OCCT) installed?

☐ Yes, (type of treatment and date approved): _____

☒ No - Groton Utilities treats their finished water with 70/30 ortho/poly PO_4 at the end of their treatment train

☐ N/A

A. Has the system addressed all conditions in the DPH approval for OCCT?

☐ Yes

☐ No

☒ N/A

4. Does your water system have existing treatment systems?

☐ Yes, type & purpose of treatment(s): _____

☒ No

A. If the pH adjustment treatment is for corrosion control, is the pH at the distribution system maintained at no less than 7.0 at all times?

☐ Yes

☐ No

☒ N/A

5. Has your water system been maintaining the range of values for the water quality control parameters (WQP) reflecting OCCT?

☐ Yes, provide WQP range(s): _____

☐ No If no, explain why not: _____

☒ N/A

6. Provide the appropriate reasons that the water system qualifies for reduction of lead and copper monitoring frequency. Verify the conditions as described in Appendix A that were met by this public water system to qualify for a reduction in monitoring of lead and copper. Attach additional page(s), if needed, and any supporting documentation to this form.

Appendix A Condition (s) ☒ a ☐ b ☐ c ☐ d ☐ e ☐ f ☐ g

a) due to Groton Utilities, as noted on page 1. Please see attachments for documentation of 2 consecutive monitoring periods of results below 0.015 mg/L lead 90th percentile, etc.

Notice: False statements made in this form and justification therein are punishable in accordance with section 53a-157b of the Connecticut General Statutes.

PWS Owner: _____ (Print Name) _____ (Signature)

Phone number: _____ Date: _____

Certified Operator: _____ (Print Name) _____ (Signature)

Phone number: _____ Date: _____

Please submit completed forms to: DPH.LeadandCopper@ct.gov

Appendix A

Conditions for Lead and Copper Monitoring Reduction

One or more of the following conditions must be met for consideration of lead and copper monitoring reduction:

a) New source of supply, new treatment, change in treatment, or new PWS:

- Must meet the lead and copper action levels (AL) for at least two (2) consecutive 6-month monitoring periods, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
- Must maintain a pH of no less than 7.0 at all times at the entry point and at the distribution system, if system has existing pH adjustment treatment for corrosion control, but not an OCCT, unless approved by the department with a pH value below 7.0.
- Must maintain and operate within the OWQP values, if treatment is an OCCT.
- Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.

b) Lead and/or copper exceedance of the AL and had replaced all internal potable plumbing with plastic as their OCCT:

- Must meet the lead and copper AL for at least two (2) consecutive 6-month monitoring periods after completion of plumbing replacement, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
- Must maintain a pH of no less than 7.0 at all times at the entry point and at the distribution system, if system has existing pH adjustment treatment for corrosion control, but not an OCCT, unless approved by the department with a pH value below 7.0.
- Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.

c) Operated the OCCT outside the OWQP values

- Must meet the lead and copper AL for at least two (2) consecutive 6-month monitoring periods, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
- Must maintain and operate within the OWQP values.
- Must maintain a pH of no less than 7.0 at all times at the entry point and at the distribution system, if system has existing pH adjustment treatment for corrosion control, but not an OCCT, unless approved by the department with a pH value below 7.0.

d) A water system with monitoring/reporting violation(s) for lead and copper compliance sampling that was reverted to standard monitoring:

- Must meet the lead and copper AL for at least two (2) consecutive 6-month monitoring periods, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
- Must maintain and operate within the OWQP values, if existing treatment is an OCCT.
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- Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.
- e) Lead or copper exceedance of the AL and had installed/modified OCCT:**
- Must meet the lead and copper AL for at least two (2) consecutive 6-month monitoring periods after activation of OCCT, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
 - Must maintain and operate within the OWQP values.
- f) Lead or copper exceedance of the AL and did not install/modify OCCT:**
- Must meet the lead and copper AL for at least two (2) consecutive 6-month monitoring periods, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
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 - Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.
- g) Any other requirements deemed necessary by the regulation, not limited to this document.**

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

Drinking Water Section

Lead and Copper Monitoring Reduction Request Form

Instructions: In accordance with the Regulations of Connecticut State Agencies (RCSA) Sections 19-13-B102(e)(8)(D)(iv), any Community Water System (CWS) or Non-Transient Non-Community (NTNC) water system that meets the lead and copper action levels may reduce the number of samples in accordance with RCSA Section 19-13-B102(e)(8)(C) or RCSA Section 19-13-B102(e)(8)(D) and reduce the frequency of sampling to once per year or once every three years, respectively. The water system is required to submit this application and provide a written justification as to why they should receive approval from the department to reduce the lead and copper monitoring. The submittal from the CWS or NTNC must include the water quality monitoring results, evaluation of treatment and operation, and other relevant information. The conditions for reduction consideration are listed in Appendix A.

PWS Name: LWPCA Gales Ferry

PWS ID: CT0727051 Town: Ledyard

PWS Type (select one): ☒ Community ☐ NTNC

Population Served: 2,369

Type of population: ☐ School ☐ Daycare ☒ Residential ☒ Office/Business

☐ Campground ☒ Other Consecutive System to Groton Utilities

1. What is this water system's current monitoring frequency and what reduced monitoring frequency is this water system requesting? (select one)

☒ This water system is currently on 6-months (standard) monitoring and is requesting to go to annual monitoring

☐ This water system is currently on annual monitoring and is requesting to go to triennial monitoring

2. If the water system is currently on standard monitoring, why is the water system on standard lead and copper monitoring?

☐ New System ☐ New Source of Supply ☒ Other

☐ Change in Treatment ☐ New Treatment

☐ Lead or Copper Exceedance (Please explain when, why and your system's compliance status)

Please provide details (attach additional page, if needed) As a consecutive system to GU,

we reverted to every-six-month sampling due to GU chem. treatment improvements and Water Treatment Plant improvements. Please see GU's application for reduced monitoring,

Revised February 2025

submitted 9/16/25, approved by Lindsay Handel (DPH) - verbal - 11/5/25.

3. Does your water system have approved optimal corrosion control treatment (OCCT) installed?

☐ Yes, (type of treatment and date approved): _____

☒ No - Gorton Utilities treats their finished water with 70/30 ortho/poly PO_4 at the end of their treatment train

☐ N/A

A. Has the system addressed all conditions in the DPH approval for OCCT?

☐ Yes

☐ No

☒ N/A

4. Does your water system have existing treatment systems?

☐ Yes, type & purpose of treatment(s): _____

☒ No

A. If the pH adjustment treatment is for corrosion control, is the pH at the distribution system maintained at no less than 7.0 at all times?

☐ Yes

☐ No

☒ N/A

5. Has your water system been maintaining the range of values for the water quality control parameters (WQP) reflecting OCCT?

☐ Yes, provide WQP range(s): _____

☐ No If no, explain why not: _____

☒ N/A

6. Provide the appropriate reasons that the water system qualifies for reduction of lead and copper monitoring frequency. Verify the conditions as described in Appendix A that were met by this public water system to qualify for a reduction in monitoring of lead and copper. Attach additional page(s), if needed, and any supporting documentation to this form.

Appendix A Condition (s) ☒ a ☐ b ☐ c ☐ d ☐ e ☐ f ☐ g

a) due to Gorton Utilities, as noted on page 1. Please see attachments for documentation of 2 consecutive monitoring periods of results below 0.015 mg/L lead 90th percentile, etc.

Notice: False statements made in this form and justification therein are punishable in accordance with section 53a-157b of the Connecticut General Statutes.

PWS Owner: _____ (Print Name) _____ (Signature)

Phone number: _____ Date: _____

Certified Operator: _____ (Print Name) _____ (Signature)

Phone number: _____ Date: _____

Please submit completed forms to: DPH.LeadandCopper@ct.gov

Appendix A

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- Must maintain and operate within the OWQP values, if treatment is an OCCT.
- Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.

b) Lead and/or copper exceedance of the AL and had replaced all internal potable plumbing with plastic as their OCCT:

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- Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.

c) Operated the OCCT outside the OWQP values

- Must meet the lead and copper AL for at least two (2) consecutive 6-month monitoring periods, if currently on standard monitoring or must meet the lead and copper action levels (AL) for at least three (3) consecutive annual monitoring periods, if currently on annual monitoring.
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- Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.
- e) Lead or copper exceedance of the AL and had installed/modified OCCT:**
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 - Must maintain and operate within the OWQP values.
- f) Lead or copper exceedance of the AL and did not install/modify OCCT:**
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 - Must meet the pH standard of 6.4 to 10.0 at the entry point or the distribution system, if system has no pH adjustment treatment or pH adjustment treatment is not for corrosion control.
- g) Any other requirements deemed necessary by the regulation, not limited to this document.**



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2862

Agenda Date: 11/25/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

8 Smith Pond Way, Gales Ferry

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Blackker, Katherine<blackerk@grotonutilities.com>
chrisbruce.1111@gmail.com;chrisbruce1111@gmail.com
water pollution control authority;Duarte, Mauricio
<duartem@grotonutilities.com>;LaFontaine, Doug
<lafontained@grotonutilities.com>;+1 other
Good morning Christine,

Forwarding this to assure you received the email.

Also, confirming GU will be at 8 Smith Pond Way at 8 am this Thursday the
20th into Friday, 21st to repair the leak.

Thank you,

Kate

Kate Blackker

Project Management | Technical Aide

Water & Wastewater

.....

A picture containing logo

Description automatically generated

Office: (860) 629-7012

Cell: (860) 625-0720

Office Hours: 7am - 3pm (M-F)

From: Blackker, Katherine

Sent: Monday, November 17, 2025 11:19 AM

To: chrisbruce.1111@gmail.com

Cc: Duarte, Mauricio <duartem@grotonutilities.com>; LaFontaine, Doug
<lafontained@grotonutilities.com>; Bartelli, Vince
<bartelliv@grotonutilities.com>

Subject: Leak Repair at 8 Smith Pond Way - Thur. 11-20-25 at 8 am

Good morning Christine-

To document phone conversation with you, Mo and myself this morning after GU crew arrived this morning but did not perform the leak repair as originally planned. This was due to miscommunication – specifically not confirming the proposed schedule that was planned on the phone 11/7, when we scheduled the snaking of the pipe for last Wednesday. At that time, GU offered to schedule the repair on Friday 11/14; you indicated Friday would not be convenient for you and your mom but that early the following week would be better.

GU will reschedule the repair of the leaking water line in the driveway at your mom's house this Thursday and Friday, November 20-21.

The crew will begin work at 8 am, Thursday.

This work will block access to/from the house due to the location of the water service under the driveway. As part of leak repair, the driveway will be compacted and restored. The sink hole on the side will also be filled

We proposed installing the meter pit this Friday, as part of the planned work however, you indicated that you would like to delay this portion of work until further discussion/scheduling with Mo and myself.

Please respond to this email if you have any questions and we will see you Thursday.

Thank you,

Kate

Kate Blacker

Project Management | Technical Aide

Water & Wastewater

Thank you for your email about 8 Smith Pond Way. This morning I spoke with the residents' daughter, Christine, to request going back on-site to attempt snaking the line to locate the service. GU will do this work Wednesday, the 12th to determine if the service line is on the east side of the driveway, or if it routes under the driveway, more toward the sinkhole. Having the location of the line will streamline GU's excavation/repair and meter pit installation which will take place the week of the 17th of November. The cost of the work will not be charged to

the customer & will be covered by Ledyard WPCA (Chirstine reiterated this during the phone call).

Separate but related, in follow up to our conversation earlier this week - GU has decided to pause on the requirement of meter pits, unless there is a leak. We have decided to formalize our policy and specification manual details related to the rules and regulations and then enact the new policy of requiring meter pits. Our goal is to institute this at the beginning of the new FY, in July 2026.

Earlier this week I had advised the homeowner and his contractor at 27 Inchcliffe Dr, Gales Ferry, of the new policy. I advised them they would be required to install a meter pit. They ordered the meter pit which delayed project completion until next week. Since they have already ordered the pit and are proceeding this way, may I ask your guidance on whether, for this specific case, I can proceed with requiring the meter pit?

In terms of all other inspected service work in Ledyard, we are hoping to get your and/or the commission's decision on how you would like GU to proceed with meter pits on new (tap) installations or service connections to existing stubs to the property line in the Ledyard system.

We are working on determining the meter pit vs. basement location totals.

Thank you Ed-

Kate

Kate Blacker

Project Management | Technical Aide

Water & Wastewater

.....

A picture containing logo

Description automatically generated

Office: (860) 629-7012

Cell: (860) 625-0720

Office Hours: 7am - 3pm (M-F)

From: water pollution control authority <wpca.ledyard@ledyardct.org>
Sent: Thursday, November 6, 2025 7:23 PM
To: Fred Allyn, III <mayor@ledyardct.org>; Steve Masalin <pwd@ledyardct.org>; ftjones@prodigy.net; swadecki@comcast.net; Capon, J Anthony <tcapon@pitt.edu>; Stan Juber <stanjub@gmail.com>; Monir Tewfik <monirtewfik@gmail.com>; James A. Ball <jimaball@earthlink.net>; jerryrmorris@gmail.com
Cc: Blacker, Katherine <blackerk@grotonutilities.com>; Duarte, Mauricio <duartem@grotonutilities.com>; Ian Stammel <asst.finance.director@ledyardct.org>
Subject: Re: Water service Leak at 8 Smith Pond Way, Gales Ferry

Fred/Steve/Ian:

We discovered a significant leak (7500 GPD) at the curb stop at 8 Smith Pond Way BEFORE the water meter (their meter is located in the basement). We discussed several options at our last monthly meeting on how to repair this leak that involved the owner repairing the line on her property and the WPCA replacing the location of the meter with a meter box on the street. Of course there is the additional mystery of where all the water is going from the leak. After talking to the daughter yesterday (it is her mother living there) and forensic work done by GU, several potential reasons for the leak have presented itself. Many years ago, the town put a 36 inch drain on the front of the property in order to drain water off a bridge as it would ice over in the winter presenting a driving hazard. It took several attempts by the town to get the installed drain pipe configuration to drain effectively. Unfortunately that drain pipe activity is also near where the water service line happens to be. Maybe a coincidence, but there was also observed sink holes in the area.

The owner had no clue there was this sizable leak in their service line and being placed under the 36 inch drain solves the mystery of where all the leaked water is going. Because the leak is before the meter, the owner has no real incentive to repair the leak unless it disrupts service. However, the financial impact to the rate payers to allow this leak to continue is significant and this should be considered a small scale emergency that should be repaired immediately. The home owner has agreed to allow the WPCA to do the repairs.

Given the above circumstances, I have recommended to GU to repair the leak and eventually install the standard meter box at the curb stop. Due to the WPCA's vulnerability to such configurations, I have asked GU to

provide a count of all those customers that still have meters located within a resident basement instead of the curb stop out on the street. It is not our intent to change every basement meter location to the curb stop - but the WPCA will need to create an operation policy in order to handle such situations in the future.

Sorry for the long dialog. thanks for your attention in this matter.

Ed Lynch, WPCA
Mobile 646-732-9224

From: Blacker, Katherine <blackerk@grotonutilities.com>
Sent: Monday, November 3, 2025 7:09 AM
To: water pollution control authority <wpca.ledyard@ledyardct.org>
Subject: RE: Water service Leak at 8 Smith Pond Way, Gales Ferry

Thank you Ed - We will be in touch.

Kate Blacker

Project Management | Technical Aide

Water & Wastewater

.....

A picture containing logo

Description automatically generated

Office: (860) 629-7012

Cell: (860) 625-0720

Office Hours: 7am - 3pm (M-F)

From: water pollution control authority <wpca.ledyard@ledyardct.org>
Sent: Friday, October 31, 2025 8:18 PM
To: Blacker, Katherine <blackerk@grotonutilities.com>
Cc: Pratt, Joseph <prattj@grotonutilities.com>; Duarte, Mauricio <duartem@grotonutilities.com>; Weber, Mike <weberm@grotonutilities.com>; LaFontaine, Doug <lafontained@grotonutilities.com>; Daniels, Tina <danielst@grotonutilities.com>
Subject: Re: Water service Leak at 8 Smith Pond Way, Gales Ferry

Katherine - looks great to me. Keep me up to date on how they react to the letter. Because the service line is on their property, and a leak has been found we have no choice but to proceed with a standard repair.

Thanks for doing this.

Ed

Ed Lynch, WPCA
Mobile 646-732-9224

From: Blacker, Katherine <blackerk@grotonutilities.com>
Sent: Friday, October 31, 2025 10:27 AM
To: water pollution control authority <wpca.ledyard@ledyardct.org>
Cc: Pratt, Joseph <prattj@grotonutilities.com>; Duarte, Mauricio <duartem@grotonutilities.com>; Weber, Mike <weberm@grotonutilities.com>; LaFontaine, Doug <lafontained@grotonutilities.com>; Daniels, Tina <danielst@grotonutilities.com>
Subject: RE: Water service Leak at 8 Smith Pond Way, Gales Ferry

Thank you for this information, Ed.

We've attached the following draft letter for your review and edits before we send back to the customer. The letter was written to incorporate the information you shared in your email.

We had initially planned to leak detect on the customer side on 10/23 however the customer's daughter contacted us to delay. On Tuesday she indicated next week would be convenient for them.

Mo plans to attempt locating the service line Thursday and if that is successful, then the meter shop will conduct leak detection . If we cannot locate the line, we won't be able to leak detect, and a repair will need to be made by a contractor without that information.

GU plans to install the meter pit on Friday, November 7th - weather depending.

I plan to return the daughters call today once I have your input and approval.

Please let me know what edits you'd like made to the draft.

We are looking into your request for a count of houses with meter pits in Ledyard versus in-home meters.

Thank you.

Kate

Kate Blacker

Project Management | Technical Aide

Water & Wastewater

October 30, 2025

Dear Anne Marie and Christine,

Re: 8 Smith Pond Way, Gales Ferry- Water Service Leak after Shut-off Valve

This letter is follow up to our initial contact and letter regarding the water service leak that is past the shut-off valve, toward the house, at 8 Smith Pond Way. Per Section 8 of WPCA Utilities Rules and Regulations, repairs to water services after the shut-off valve are the responsibility of the customer.

As the contract operator for Ledyard Water Pollution Control Authority (WPCA), Groton Utilities has discussed this leak with the WPCA. At their instruction, Groton Utilities will install a meter pit at the property line. The cost of this installation will be borne by the WPCA, not you as the customer. This work is planned for Friday November 7. The meter, which is currently in the basement, will be relocated to the pit. GU will provide a “spacer” piece to install in place of the meter in the basement. **With the new meter pit installed by GU, the service leak will be accounted for in your monthly billing, so we highly encourage you to make the necessary repairs and upgrades to the customer-owned service pipe.**

In order to assist with locating the leak after the shut-off valve we have re-scheduled the GU leak detection team to investigate on **Thursday November 6th**. At this time we will attempt to determine the location of the service line from the shut-off valve, approximately 100 feet, to the house since no record exists of the installation location. After the line is located the aim is to use leak detection equipment to narrow down the location of the leak. This information will aid your contractor’s repair or replacement.

When plastic water services fail (or leak) at one location along the service, we find it prudent to share this guidance with the customer, for efficiency and to limit future spot-repairs, the utility encourages the customer to consider replacing the *entire* section of the plastic pipe from the shut-off to the building. A full replacement with materials and depth meeting Specification may additional future “spot repairs” with additional excavation and inspection costs.

Whichever extent of repair you choose, the service must be repaired according to GU Spec by the owner or their contractor. The individual performing work is responsible for coordinating with GU to ensure the work follows GU Water Specification and for scheduling the required inspection. The Ledyard WPCA allows thirty (30) days for repairs to be made. If no progress is made during the thirty-day period GU will initiate a non-compliance shut-off.

Please reach out to me or GU General Manager of Water, Michael Weber, with any questions. We are available to communicate with you and your contractor and provide additional information for the repair or replacement and inspection requirements.

GROTON UTILITIES

Kate Blacker
Water Project Manager

KMB/te

DRAFT





TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2863

Agenda Date: 11/25/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Inchcliffe Drive request for Basement Meter Installation.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

LaFontaine, Doug <lafontained@grotonutilities.com>; Blacker, Katherine
<blackerk@grotonutilities.com>
Hi Ed,

Per our phone conversation, I called the customer today and explained the reasoning behind the change in policy for the meter pit installation. He is still not happy and is planning to attend the next commissioner meeting to express his concerns. He also mentioned that he contacted the Mayor of Ledyard and is waiting for a call back regarding the matter.

I explained that the reason for the policy change, as we discussed, is due to recent leaks and the resulting burden on ratepayers, as well as the maintenance challenges for both the customer and us.

Please let me know if you have any questions.

Best,

Mo



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2811

Agenda Date: 11/25/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

15 Stoddards Wharf Road Sewer Request continued.

Background:

From October 28, 2025:

Ms. Wadecki said more details need to be put into the second paragraph; it implies that it is for sewer "installed facilities" but needs a more specific explanation. The water and sewer lines plans are referenced but should also be included. Other sections need amending to fix inconsistencies, and redundancies. Chairman Lynch said "in the vicinity of Colby Drive" should be changed to refer to the Bill Library not Colby Drive. It was also agreed that "Stoddards Wharf" is confusing. Removal of paragraph one and the referral of that paragraph from 3a was suggested.

ACTION ITEM:

Revise the Water and Sewer Main Extension Agreement for the November agenda.

From September 23, 2025:

Chairman Lynch said that the developer would like to put in 103 units and added that the WPCA has approval from Weston & Sampson that would allow usage of 90 gallons per day per unit. The 12 commercial units are a possible concern. The average estimated usage is 1,000 gallons a day but that depends on what kind of commercial business goes into the unit. Chairman Lynch said for example if a Starbucks is put in a commercial unit the average usage would be approximately 5,000 gallons a day. Chairman Lynch said there would need to be a caveat in the agreement that if more than 1,000 gallons a day is used by the commercial units the agreement will need to be re-negotiated.

ACTION ITEM:

Chairman Lynch will draft a Stoddards Wharf sewer installation commitment letter including a caveat for the Authority to review in the event more sewer needs to be processed.

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2864

Agenda Date: 11/25/2025

Agenda #: 4.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Lead Survey Correspondence.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Clean Water Fund Memorandum (2021-003)

Hiring of Engineering Services for Connecticut Clean Water Fund Projects

I. PURPOSE

To provide municipal officials with a clear and consistent methodology for performing qualifications-based selection (QBS) of engineering consultants, and how to document and certify the QBS process, in order to retain eligibility on Connecticut Clean Water Fund (CWF) projects.

Please refer to the document entitled “GUIDANCE FOR HIRING OF ENGINEERING SERVICES FOR CONNECTICUT CLEAN WATER FUND PROJECTS, MARCH 2021” for additional information on the QBS process.

II. GOVERNING STATUTES AND REGULATIONS

QBS became required for all federal projects by the passage of the Brooks Act (Public Law 92-582) in 1972. In Connecticut, CWF projects are specifically required to use QBS, in accordance with Section 22a-482-4(i) of the Regulations of the Connecticut State Agencies (RCSA).

The federal QBS requirement became more prescriptive for all Clean Water State Revolving Funds in 2014, with the passage of the Water Resources Reform and Development Act (WRRDA, Public Law 113-121). WRRDA amended Titles I, II, V, and VI of the Federal Water Pollution Control Act. As amended, Title VI includes Section 602(b)(14), which states:

“(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State).”

All Architectural/Engineering contracts for CWF projects must comply with the procurement requirements identified in 40 U.S.C. 1101 et seq. and RCSA Section 22a-482-4(i).

In some instances, there may be conflicts between a local hiring practice (e.g., preference to local businesses) and the fair and open process that is required by the CWF. When conducting hiring for CWF projects, these CWF requirements must supersede any type of limiting local hiring practices in order to maintain CWF eligibility.

III. PROCEDURE

QBS is a fair, objective, and legal process for selecting the services of planning, design, and construction engineering professionals who are most qualified for a particular project, based on competence and experience.

A. How to Perform QBS for CWF Projects

Some municipalities, which may not have as much experience with the QBS process, may require hands-on assistance. The Connecticut QBS Council (now defunct) has a written guide which is still applicable and a good resource: [“Qualifications-Based Selection of Design Professionals: A Guide for Project Owners”](#) (Connecticut QBS Council, 2006).

1. The Request for Qualifications (RFQ)

For a CWF project, the public notice shall be published, posted, or distributed in a documented manner that does not exclude potentially qualified firms from responding. The RFQ shall not request any cost related information.

An RFQ should include, but not be limited to, the following:

- A description of the proposed project;
- Any special expertise required for your project;
- A statement telling the firm what you want it to do along with an approximate completion date;
- A deadline by which the town must receive the firm's statement of qualifications;
- The person in your town the firm can contact for additional information and the evaluation criteria used to select consultants for interviews;
- Place and time the statement of qualifications must be submitted;
- A description of the method for addressing questions; and
- The following Solicitation Statement:

“Any contract awarded under this request for qualifications is expected to be funded in part by the State of Connecticut, Department of Energy and Environmental Protection as funds are available under Sections 22a-478 and 22a-483 of the Connecticut General Statutes (CGS) and federal funds under the Water Quality Act of 1987 and pursuant to the requirements of Section 22a-482-4 of the Regulations of Connecticut State Agencies (RCSA), including the procurement requirements contained in RCSA Sections 22a-482-4(h), (i), and (o). The State of Connecticut will not be a party to this request for qualifications or any resulting contract.”

2. How to Public Notice the RFQ

The following list suggests various ways in which the public notice for an RFQ can be circulated:

- Professional engineering journals and organizations;
- Local newspapers;
- Publications which have a substantive circulation in the area;
- Posted public notices; and
- Direct written notifications to firms or persons that have previously expressed interest in or have worked for the town.

B. How to Document and Certify the QBS Process for CWF Projects

Provide the CWF project engineer with a memorandum that summarizes the QBS process followed by the municipality, along with a signed copy of the attached “Qualifications-Based Selection Certification Form for Connecticut Clean Water Fund Projects”. The QBS memorandum must include the following key information:

- A copy of the public notice for the RFQ and proof of how it was advertised;
- A list of the firms who responded to the RFQ;
- A list of the members of the selection committee/board, along with their respective roles in the project;
- The short list of firms interviewed (at least 3), including dates and times of the interviews;
- A list of the selection criteria and copies of the evaluation forms for each interviewed firm which include how each firm was scored; and
- The firm selected for the CWF project.

C. Subsequent Phases

If your municipality is satisfied with the qualifications of the firm which performed any or all of the planning/design work, the municipality may choose to keep the same firm for subsequent design/construction phases.

QBS does not need to be performed again for subsequent phases of a project, as long as the firm has sufficient ability to complete the remaining design/construction work.

If, in a multi-phase project, the initial contract for the preparation of construction drawings and specifications does not cover all the phases of the facility to be built, then the same firm can be selected for the design/construction work of the subsequent phases.

IV. DEFINITIONS

CWF: Connecticut Clean Water Fund

QBS: Qualifications-Based Selection

RCSA: Regulations of the Connecticut State Agencies

RFQ: Request for Qualifications

U.S.C.: United States Code

WRRDA: Water Resources Reform and Development Act

Date: October 15, 2021



Graham J. Stevens, Chief
Bureau of Water Protection and Land Reuse

Attachment: Qualifications-Based Selection Certification Form for Connecticut Clean Water Fund Projects



**GUIDANCE FOR HIRING OF ENGINEERING SERVICES
FOR
CT CLEAN WATER FUND PROJECTS
OCTOBER, 2021**

TABLE OF CONTENTS

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A MUNICIPAL OFFICIAL'S GUIDE TO PROCURING PROFESSIONAL SERVICES

The purpose of this document is to introduce municipal officials to the Clean Water Fund procurement requirements and the Quality Based Selection process. This document is to serve as a supplement to, rather than a substitute for, the Clean Water Fund Regulations Section 22a-482-4(i) for Architectural/Engineering Procurement Requirements.

A. GETTING STARTED

The cost of services for design of the average facility is a minor cost compared to the total construction cost of the project. Although the design cost of a project is a very small percentage of the total lifetime project cost, the impact of a poorly designed facility can have serious, costly repercussions in the future. Therefore, the consultant selection process is of paramount importance in building your facility. The consultant should be chosen based on their degree of competence and experience.

The selection process can be condensed into the following steps:

- Establish an interview committee.
- Identify potential engineering firms.
- Establish uniform criteria against which all firms will be judged.
- Issue a Request for Qualifications.
- Interview the prospective candidates.
- Select the most qualified consultant based on uniform criteria.
- Negotiate a contract.

To judge a candidate's qualifications, establish a committee/board that includes persons with technical knowledge. Members of such a committee may include members of the town's Wastewater Pollution Control Authority, Director of Public Works, Town Engineer, and/or treatment plant superintendent. Once an advisory board has been established, you can then evaluate the qualifications and determine how well they meet the established criteria.

B. IDENTIFYING POTENTIAL ENGINEERING FIRMS

1. WHAT KIND OF SERVICES DO YOU NEED?

Before any action is taken to solicit information from various engineering firms, you must determine what your needs are with respect to the project's completion. Consider factors such as the type of work to be done, the timetable to complete the work, the funding mechanisms to be used (State of Connecticut Clean Water Fund, United States Department of Agriculture Rural Development, State of Connecticut Department of Economic and Community Development, etc.) Once you have an idea of what the project will entail, then engineering firms can be contacted.

2. CRITERIA USED TO SELECT ENGINEERING FIRMS TO INTERVIEW

Establish criteria used to select consultants that will be interviewed. Examples include the following:

- Qualifications of personnel to be assigned to the project team.
- Overall experience of the personnel as a team.
- Ability and resources to perform the necessary tasks within time constraints.
- Firm's awareness of project's issues, opportunities, and constraints.
- Project team's experience on similar projects.

- Quality of past work.
- Performance evaluation from past clients.
- Performance record on contracts with the municipality, government agencies, and private industry.
- Avoidance of any conflicts of interest.

3. HOW TO PUBLISH A REQUEST FOR QUALIFICATIONS (RFQ)

a. The Request for Qualifications

The first step involves informing engineering firms that you are interested in their services. This is done by preparing a public notice known as a Request for Qualifications (RFQ). A RFQ is required if you plan to seek financial assistance through the DEEP's Clean Water Fund. The following list suggests various ways in which the public notice for a RFQ can be circulated:

- Professional engineering journals and organizations,
- Local newspapers,
- Publications which have a substantive circulation in the area,
- Posted public notices, and
- Direct written notifications to firms or persons that have previously expressed interest in or have worked for the town.

The only instances where a public notice is not required by the DEEP's regulations are:

- If your municipality is in the design/construction phase of a project and it is satisfied with the qualifications of the firm which performed any or all of the planning/design work and if the firm has sufficient ability to complete the remaining work, or
- If, in a multi-phase project, the initial contract for the preparation of construction drawings and specifications does not cover all the phases of the facility to be built, then the same firm can be selected for the design work of the subsequent phases.

b. The Request for Qualifications' Content:

A RFQ must not request any cost information.

A RFQ should include the following:

- A description of the proposed project.
- Any special expertise required for your project.
- A statement telling the firm what you want it to do along with an approximate completion date.
- A deadline by which the town must receive the firm's statement of qualifications.
- The person in your town the firm can contact for additional information and the evaluation criteria used to select consultants for short list (see below).
- Place and time the statement of qualifications must be submitted.
- Solicitation statement

"Any contract awarded under this request for qualifications is expected to be funded in part by the State of Connecticut, Department of Energy and Environmental Protection. This procurement will be subject to requirements contained in Section 22a-482-4(h), (i), and (o) of the regulations of Connecticut State Agencies. The State of Connecticut will not be a party to this request for qualifications or any resulting contract."

C. THE SELECTION PROCESS

1. REVIEWING THE QUALIFICATION STATEMENTS

When you have received all the statements of qualifications, verify that they meet the judgment

criteria that you initially set. From the firms that meet all the criteria, select at least three to five which appear to be the best.

2. DEVELOPING A SHORT LIST OF CONSULTANTS TO INTERVIEW

Once you have reviewed all the statements of qualifications which were submitted, you must narrow down the number of firms to no fewer than three that will be considered for your project's completion. You may base your evaluation on any combination of the factors outlined above in the "criteria used to select engineering firms to interview".

Once the firms selected to be interviewed has been made, two letters should be mailed. The letter to the firms not selected should contain the following information:

- List the firms not selected in alphabetical order.
- Express appreciation for their submittals of qualifications.

A letter to the firms to be interviewed should contain the following information:

- List the firms selected for interviews in alphabetical order.
- Present schedule of the date, time, and duration of interview for each firm.
- List the previous reports that are pertinent to the project.

3. INTERVIEWING CANDIDATE FIRMS

When you arrange for interviews with the short-listed firms, inform the firms that you would like to interview the staff which will be working on the project rather than a company representative. You should interview about 2 to 4 firms per day (or evening, if your board has WPCA members with other daytime responsibilities) over the period of one week. Try to complete your interviews in the same week so that the memory of each firm's interview is still fresh in your mind when you try to make your decision. An evaluation form with predetermined selection criteria should be used to enable the interviewers to uniformly evaluate each consultant (see appendix). There must be no discussion of cost information during the interview process. The evaluation form should include the following:

Evaluation Criteria

1. Client Experience

- Does the firm have experience with communities of similar size, population, and financial background as yours?
- If so, which towns have they worked with in the recent past?

2. Facility Planning and System Design Experience (depending on the type of engineering effort being sought)

- Does the firm have experience in conducting facility planning and designing systems for communities such as your own?
- Do they have experience with septic systems, or is their expertise predominately with sewer systems and centralized treatment plants?
- What type of systems has the firm recommended, designed and installed in projects similar to your own?

3. Experience with Financial Institutions and Funding Agencies

- What experience does the firm have in dealing with grant and loan programs such as the DEEP's Clean Water Fund and USDA Rural Development programs?

4. Experience with State Agencies

- What experience does the firm have in dealing with State agencies such as the

Department of Energy and Environmental Protection and the Department of Public Health?

5. Willingness to Work with the community

- How does the firm plan to handle public participation in this project?

6. Staff Capabilities and Workload

- Which staff persons in their office will be assigned to your project? What are their qualifications?
- What time schedule does the firm project to finish your work?
- What projects is the firm currently working on and what new projects are expected which could impact your project deliverables?
- Does the firm use subcontractors for some of its work?
- If so, what type of work and how much is contracted out and to whom is the work contracted?
- If you plan to finance this project through the DEEP's Clean Water Fund, is the firm aware of the state's minority and women's business enterprise hiring requirements?

7. Project team management plan

8. Location of office facilities

9. Project quality control measures to monitor schedule and budget

10. Awards and past client recommendations

11. Past performance record on projects with other municipalities

12. Firm's capacity to perform the work in a timely fashion considering its current and future anticipated workload.

13. Financial stability of firm

14. Firms understanding of the specific project's requirements

15. What percentage of project will be done by subconsultants?

16. Firms ability to recognize potential problems

17. Reference check:

- What type of project?
- Firms responsibilities?
- Satisfaction with firm?
- Firm's ability to work well with Town staff & public?
- Was project completed at budget?
- Would you hire firm again?
- Overall evaluation of firm?

4. SELECTION OF CONSULTANT

The final selection of a firm involves evaluating all the information that has been gathered during the interview process. Discuss the pros and cons of each firm with your advisory board and, by using your best judgment, select the firm you think will do the best job. Also, it is a good idea to keep a written record that explains the basis of your decision.

Once the engineering firm has been selected, a letter to the other interviewed firms should be mailed. The letter should contain at a minimum the following information:

- List how the firms were ranked by the interviewing committee.
- Indicate that the Town has begun negotiations with the highest ranking firm.
- Thank all the firms for their time and effort.

5. NEGOTIATING A CONTRACT

a. Preparing a Contract

Upon selection of the consultant, initiate negotiations for the scope of the work, the terms and conditions of the contract and compensation. The negotiation process includes the following:

- Preparation of comprehensive proposal by the selected firm.
- Detailed presentation of scope of work, schedule, and level of effort (man hours) by the selected team.
- Identification of the personnel and facilities necessary to accomplish the work.
- Agreement on scope of work, schedule, fee, and areas of responsibility and liability.
- Establishment of a payment schedule to govern how payments will be requested by the engineer.
- Preparation of written contract binding both parties to agreement.

b. Cost and Price Considerations

The consultant selected for negotiation must submit cost and pricing data for review to the municipality. The firm must submit proposed subagreement costs on EPA form 5700-41 (see appendix). On this form, the engineer must certify that the proposed costs are an accurate representation of the costs which will be applied to the project at the date of the anticipated subagreement award. In addition to the 5700-41 form, the firm must supply manhour estimates by task.

Ask the engineer to explain the firm's estimated fee and clarify what services are included in that fee. Check if there is a distinction between basic services and any additional services. Check under what circumstances the estimated fee could change substantially. Are labor cost and overhead rate consistent with other firms? Are there any unusual expenses?

The estimated amount of profit shall also be stated in the cost summary for fixed-price contracts. In the case of cost reimbursement contracts, a maximum total dollar amount of profit shall be specified, which is paid regardless of the actual effort expended to complete the project.

If an agreement can not be reached between the Town and the consultant, the town may terminate negotiations with the first consultant and commence negotiations with their second choice.

Once the municipality has the proposed subagreement in a final form, it must submit the following items for the DEEP's review:

- Documentation of the public notice requesting the need for engineering services.
- The cost and pricing data submitted by the engineer (man hour estimate by task and 5700 forms.
- A certification of review and acceptance by the municipality of the engineer's cost and pricing data.
- A copy of the proposed contract.

6. Types of Contracts

Your municipality has several options in the type of contract it establishes with the engineering firm. The following section describes the two most widely used contract types and explains under what conditions each contract should be utilized.

a. Fixed Price (Lump Sum) Contract

This contract establishes a fixed price for the engineering services needed on your construction project. This lump sum project cost cannot be increased unless a significant change is made to increase the scope of services. This contract is beneficial because, right

from the beginning of the project, your municipality will know what their engineering costs will be. However, this contract should only be used if your project has a clearly defined scope of services.

b. Cost Reimbursement ("Cost plus Fixed Fee") Contract

This type of contract divides the project into its cost and profit components. It sets a fixed dollar profit on the project which cannot be increased without increasing the scope of services. Note that an increase in the number of hours or cost for tasks already specified in the contract is not considered a change in scope. This type of contract is used a majority of the time by municipalities because you pay for the cost of engineering services as they are performed. This contract specifies a fixed profit the firm can earn. This type of contract is usually used for construction phase services.

APPENDIX

Sample Consultant Evaluation Criteria Form

(Note: sample to be modified by municipality as needed)

1. General Information:

Consultant Name:

Address:

Contact Person:

Date of Interview:

Phone No./Fax No.:

2. Evaluation Criteria:

- a. Names of firm's personnel and sub-contractors (if applicable) to be working on this project. Also how much work to be sub-contracted:
- b. Personnel's and subcontractors (if applicable) qualifications and experience:
- c. Firm's client experience:
- d. Facility planning and system planning experience:
- e. Experience with funding agencies and financial institutions:
- f. Experience in dealing with State regulatory agencies:
- g. Firm's current and future staff workload:
- h. Firm's ability to work within the project's time limitations:
- i. Willingness of the firm to work with and for the community:
- j. Does the firm have any conflicts of interest with this project?
- k. Explanation of the firm's engineering services cost (if applicable):
- l. Project team management plan:
- m. What project quality control measures does the firm use?
- n. Past awards and client recommendations:
- o. Financial stability of the firm:
- p. Firm's references:
- q. Location of firm:

3. Attach additional information based on Item C.3. **“INTERVIEWING CANDIDATE FIRMS”**

Criteria

Project Team

Firm Experience

Project Approach

Standard

Do the personnel have firsthand experience in this type of work? Does the Project Management team have direct experience working with the CT Department of Public Health on LSLR programs? Is the Subject Matter Expert knowledgeable in LCRI and LCRR requirements?

Does the firm have the appropriate support capabilities to meet the demands of the program? Has the firm done previous programs of this type of scope? Demonstrated experience prioritizing LSL replacements in CT with direct experience with LCRR model approval from CT DPH. Has the firm previously worked with CT funding agencies? How much money have they gotten for CT communities on LSL programs? Demonstrated experience for work on private property- creative approaches to gain access and limit Town liabilities. Demonstrated experience with public outreach and consensus building for LSL replacement programs in CT.

Does the project approach show an understanding of the program objectives and the results desired from the program? Does the project approach show creative solutions to meeting project objectives?

Weighting Factor	H2M	Weston & Sampson	Arcadia	Commissioners Rating	Raw data To	
					H2M	W &S
4	7	8	10		28	56
3	9	8	7		27	24
3	8	8	9		24	24
				raw totals	79	104
				Scaled Totals	56	73

Arcvadia

80 Although all can do the job Arcadia is focused on innovative solutions that reduce impact and cost

21 Although all have shown that they have the talent and resources, Arcadia introduced those talents that have already demonstrated proficiency in lead surveys. Because it is a smaller company the band width might not be as large as the other firms

27 Recent work in New London demonstrates proficiency in the work to be done

128
90

From: water pollution control authority <wpca.ledyard@ledyardct.org>

Sent: Friday, November 7, 2025 11:41 AM

To: Matthew Bonin <finance.director@ledyardct.org>

Cc: Ian Stammel <asst.finance.director@ledyardct.org>; Stan Juber <stanjub@gmail.com>; ftjones@prodigy.net; swadecki@comcast.net; Monir Tewfik <monirtewfik@gmail.com>; James A. Ball <jimaball@earthlink.net>; Capon, J Anthony <tcapon@pitt.edu>; jerryrmorris@gmail.com; Fred Allyn, III <mayor@ledyardct.org>

Subject: Re: Lead and Copper Rules Revisions Compliance - RFQ 2026-02

Mathew:

Before our meeting last week, I sent out the spreadsheet to all the commissioners along with the DPH instructions on selection. When we met, the commissioners decided to do the evaluation together - thus the summary report I sent you. The reports that the engineering firms sent are very thorough and answered all our questions we might have had if we physically met. I did not see in the DPH process a mandate that we had to physically meet but it is possible that I missed it. Be that as it may, I believe it would not change our selection for the following reasons: 1 - Arcadis is a local firm and not from Massachusetts or New Jersey, 2 - Arcadis is actually doing the work next door in New London so resources can be shared while doing the work in Ledyard, 3 - Groton Utilities has worked with Arcadis for several years and they have demonstrated to be a reliable consultant. it should be noted that we are already behind schedule and the impact to the town in not meeting a 2027 deadline could have financial consequences. Terry has proposed the following questions to help move this process along.

Do we need to get the town attorney and mayor involved with the contract?

The mayor executes all contracts - **should probably have the town attorney review it**.

What is the exact language that says in-person interviews are a requirement for selection?

You would need to contact the state

Is that a State requirement or language that appears only in the local ordinance? If only local, can we request an exemption from the Town Council?

I'm solely referring to any requirements of the grant. You would need to contact the state directly. I was not part of the grant process.

Has the first selection we made been made public? (If so, then there could be challenges from the non-selected companies if the procedure were, in fact, not followed.) - I believe we made a recommendation to finance without any final selection officially announced

Your minutes from 10/28/25 state the following:

If you are looking to push that to finance, you would need to get on their agenda.

 What is the schedule impact of having to go back and conduct interviews? (I think it would be two or three weeks, at least.)

I don't have an answer for that.

What is the effect of such a delay on compliance with State mandates for conduct of the inventory and what might the penalties be?

I don't have an answer for that - I am not involved with the state relative to this matter.

Ian Stammel;Stan Juber <stanjub@gmail.com>;ftjones@prodigy.net;
swadecki@comcast.net;Monir Tewfik <monirtewfik@gmail.com>;+4 others

Mathew:

Before our meeting last week, I sent out the spreadsheet to all the commissioners along with the DPH instructions on selection. When we met, the commissioners decided to do the evaluation together - thus the summary report I sent you. The reports that the engineering firms sent are very thorough and answered all our questions we might have had if we physically met. I did not see in the DPH process a mandate that we had to physically meet but it is possible that I missed it. Be that as it may, I believe it would not change our selection for the following reasons: 1 - Arcadis is a local firm and not from Massachusetts or New Jersey, 2 -

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Has the first selection we made been made public? (If so, then there could be challenges from the non-selected companies if the procedure were, in fact, not followed.) - I believe we made a recommendation to finance without any final selection officially announced

 What is the schedule impact of having to go back and conduct interviews? (I think it would be two or three weeks, at least.)

What is the effect of such a delay on compliance with State mandates for conduct of the inventory and what might the penalties be?

Hopefully we can move this along while in compliance.

Ed Lynch, WPCA

Mobile 646-732-9224Ed,

Sorry for the delay - I've been out of the office dealing with a personal matter.

Did the authority members actually interview the firms and staff that would be working on the projects ?

There is a whole list of criteria that needed to be followed. Where are the individual evaluation forms from the interview process ?

This excel document is not going to suffice to back up the selection.

Please advise.

Thank you,

Matt

Final Tally of the DPH lead survey engineering proposals - the commissioners all agreed to the results. Arcadia particularly as they are engaged in a large local project in New London. Let us know if there are any questions.

Ed Lynch, WPCA

Mobile 646-732-9224

Was the guidance from the State of CT followed ? we will need that documentation

1506609469710_PastedImage

Matthew Bonin, CPA

Director of Finance

Town of Ledyard

741 Colonel Ledyard Highway

Ledyard, CT 06339

Office: (860) 464-3235

www.ledyardct.org



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2802

Agenda Date: 11/25/2025

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other Old Business to Come Before the Authority.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2861

Agenda Date: 11/25/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Motion to APPROVE payment of Groton Utilities invoice #0028656, dated November 5, 2025, in the amount of \$15,000.00, for CUSI software upgrade.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



GROTON UTILITIES

At Your Service

295 Meridian Street - Groton, Connecticut 06340
Tel: 860-446-4025 Fax: 860-446-4075

Authorized to Pay

Signature

PO# 20262485 Date _____

DATE	INVOICE NO
11/5/2025	0028656

BILL TO
Ledyard, Town of 741 Colonel Ledyard Hwy Ledyard, CT 06339-1511

DUE DATE
12/5/2025

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
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PREVIOUS OUTSTANDING BALANCE

0.00

Ledyard Customer Care: Software Upgrade - Oct 2025:

Ledyard Network/Server Maint	1.00	15,000.00	15,000.00	0.00	0.00	15,000.00
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INVOICE TOTAL:	15,000.00	0.00	0.00	15,000.00
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PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (860) 446-4025

Customer Name: Ledyard, Town of
Customer No: 000205
Account No: 0015436 - Ledyard Misc Charges

DUE DATE	INVOICE NO
12/5/2025	0028656

Please remit payment by the due date to:

City of Groton
Groton Utilities
295 Meridian Street
Groton, CT 06340-

Invoice Total:	15,000.00
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	15,000.00

INVOICE BALANCE: \$15,000.00
AMOUNT PAID: _____



CONTINENTAL UTILITY SOLUTIONS, INC.

INVOICE

DATE: 10/01/2025
INVOICE NO: INVC-13024
DUE DATE: 10/16/2025

BILL TO:

Ledyard Water Control Authority
295 Meridian St
Groton, CT 06340

PLEASE REMIT TO:

CONTINENTAL UTILITY SOLUTIONS, INC
P.O. Box 1515
Jonesboro, AR 72403
PHONE: 800-240-1420

ACCOUNT NO.	SERVICE DATE	PAYMENT TERMS	SALES REPRESENTATIVE
C10553	UB4 Implementation	15 Days	

DESCRIPTION	QTY	UNIT PRICE	AMOUNT IN USD
UB4 Software as a Service - \$1065 Monthly; 5 yr term	1	\$0.00	\$0.00
UB4 Service Location Licenses for 2000	2000	\$0.00	\$0.00
UB4 User License for 12	12	\$0.00	\$0.00
UB4 ACH Bank Draft (First Layout Included)	1	\$0.00	\$0.00
UB4 Lockbox Layout (First Included)	1	\$0.00	\$0.00
UB4 Electronic Payment Module	1	\$0.00	\$0.00
UB4 Web API - Customer Web Portal	1	\$0.00	\$0.00
UB4 Inbound/Outbound IVR Interface	1	\$0.00	\$0.00
UB4 Text Messaging Module	1	\$0.00	\$0.00
UB4 Advanced Metering Interface - Neptune	1	\$0.00	\$0.00
Advanced Data Conversion Package for up to 2000 Locations	2000	\$1.50	\$3,000.00
CUSI Certified Implementation	1	\$6,000.00	\$6,000.00
Days of CUSI Certified Training (Travel expenses for on-site work will be billed separately)	3	\$2,000.00	\$6,000.00
CUSI IVR SOLUTION - 1 Call per Second	1	\$0.00	\$0.00
CUSI SMS Messaging Service	1	\$0.00	\$0.00
Contracted Hosting Services UB4 - \$600 Monthly; 5 yr Term	1	\$0.00	\$0.00
Subtotal			\$15,000.00
Sales Tax			\$0.00
Total			\$15,000.00
Total Paid			\$0.00
Total Due			\$15,000.00

Thank you for choosing CUSI as your software provider!



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2865

Agenda Date: 11/25/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss Policy Proposal for Meter Pit Installations.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2806

Agenda Date: 11/25/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Other New Business to Come Before the Authority.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)